To whom it may concern,

Thank you for your interest in the Senior Office Manager (Band 6) post at Ovingham Middle School.

It is my privilege to be the Headteacher of a school with such a highly regarded reputation not only for academic success but also for developing and nurturing its young people to become outstanding individuals.

Ovingham Middle School opened its *doors* in 1976 as a three form entry school designed to be a stepping stone between our three First Schools and the High School. It was to offer tailored pastoral care for the young people of Ovingham and the surrounding areas in a context that understood their specific age needs. It was also going to provide a transitional education that was designed to be rewarding and challenging.

It may be nearly 40 years ago, and a lot has changed in education since then, but Ovingham Middle School is still a fully subscribed three form entry school of 358 pupils and it is still here for those same reasons. We firmly place pastoral care, and ability to nurture and develop our pupils through this transitional age, at the heart of our educational philosophy. We welcome you into our family to feel what we mean by that.

As the Headteacher, in the changing world of education, I am aware of the pressures of academic success, parent choice, league tables, wider curriculum developments and readiness for GCSEs. We are a ‘Good’ School (OFSTED 2017) and on a journey to Outstanding. Our results are some of the highest in the Northumberland at KS2 SATS and our progress over the 4 years is well above national average. We provide a broad and rich curriculum with a mixture of specialist secondary and primary trained teachers. This enables us to provide a smooth transition between the traditional KS2 and KS3 curriculums which our parents value and support. It also means we can be creative, taking the best from both primary and secondary systems. Every member of staff here expects our pupils to not only give their best, but go beyond in every opportunity we offer, be it academic, field trips, sporting, musical or residential.

We are extremely proud of our heritage, our commitment to extra-curricular activities, our results and our reputation but we take more pride in the future of our pupils, knowing we were part of their journey.

Ovingham Middle School is committed to supporting its community and learners and to maintaining its philosophy. Through Opportunity we will provide and embed Motivation for individual Success in all. If you are interested in joining us on this journey then please contact us to arrange a visit or for further information. Please also look at our website, which contains a wide variety of information, to help you decide if Ovingham Middle School is a place where you feel you could further your career.

The advertised post is to support the school through efficient and effective managing of the office administration teams including liaison with HR and Northumberland County Council. The post will require some evenings (3 per year) to liaise with Governors and minute take. Our support teams know what they are doing and do a fantastic job. We are seeking this additional post to help take the office and school to the next level. This post will involve some bid funding and sourcing new suppliers and contract negotiation to get best value from our resources and funding. It will be a challenging role and will require a close working relationship with not only the admin team for whom you will line manage (as well as the schools catering and caretaking staff) but also the head teacher. The school is forming a Multi Academy Trust with 8 other schools and so this post offers an exciting opportunity to set new systems in place and will offer great future professional development opportunities.

I look forward to receiving your application. You can download an application pack from our website or, if you prefer, by contacting the school directly. The deadline for applications is Noon on Tuesday 7th August 2018. Applications after this date will not be considered and all positions offered are subject to an enhanced DBS check and successful references. Interviews will be held First week in September with a start date of as soon as possible.

Thank you

Yours Faithfully



Mr A Bennett

Head Teacher