

Our ref: JA/lf

25<sup>th</sup> March 2019

Dear Applicant

Thank you for your interest in this position which arises following a vacancy within our team.

The role is an administrative position at Grade 5 under the direction of the Office Manager. The role encompasses aspects of finance, facilities management, first aid and general administration. The role involves line management of staff on Grade 4 and managing the office when appropriate.

### **Our school**

Falinge Park is a large multi-cultural school in the centre of Rochdale. Facilities are excellent and we are fully staffed with specialists in each area. The school is oversubscribed and behaviour is very good both in the classroom and around the school at unstructured times. We are a community school which serves the community and are very proud to create a positive environment for our pupils and the future of Rochdale. Inclusivity, equality of opportunity and creativity permeates throughout our school in an open, honest and transparent culture.

### **Why Falinge?**

Our objective is simple at Falinge: to create a compelling learning experience. We do this by believing in people and positive relationships. This underpins our actions with each other and with the children. We have only one non-negotiable in school and that is our commitment to Safeguarding.

If you visit the school I would hope you would notice the warm, welcoming environment; the excellent behaviour of the children; strong staff morale; a commitment to professional development of all staff; and a strong sense that this is a place where learning is valued. We do this through developing a collaborative learning approach.

Opening Doors; Unlocking Potential

As with any organisation, we don't get it right all of the time – but we make sure that we work in a non-judgemental environment and we focus our actions for the benefit of the children.

### **Next steps?**

If you are interested in applying, please look at the person specification, our website and familiarise yourself with what we are about. If you would like to visit the school please contact my PA Lisa Fitton on [fittonl@falingepark.com](mailto:fittonl@falingepark.com) to arrange a visit and we will make sure we accommodate you. When writing your application, I am interested in understanding why you want to work at our school as well as gathering information about your skills and knowledge that make you suitable for this role.

Thank you for showing an interest in this position and I look forward to receiving your application.

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Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Allen', followed by a small dot.

Miss J Allen  
Headteacher