



# Chenderit School

## A VISUAL ARTS COLLEGE

Headteacher: Jane Cartwright BA (Hons), MA, NPQH



January 2022

Dear Colleague

### Assistant Headteacher – Systems and Operations Salary Range L10-14

Thank you for your interest in our post which arises from the retirement of the current postholder. I hope that the details contained in this pack will provide you with a clear picture of this post and give you a flavour of our school and its values.

I see this post as a unique opportunity for an outstanding colleague to make a real difference in our community. I recognise that looking for or considering changing jobs in this current pandemic is a more difficult decision, but a new post is still a great opportunity and working at Chenderit really is very rewarding. Therefore, this is something we take really seriously and give all interested applicants the opportunity to talk to me online prior to applying or to visit the school in person.

Our school is popular and over subscribed because of our reputation for innovation and achievement. We have 1100 full time students, who are delightful and well-supported by their parents. We have recently achieved a number of exciting new building projects, including a new £1.3 million classroom block.

Our Leadership Team is a cohesive group of professionals and we challenge and support staff and students to achieve our vision and whole school objectives. Our team comprises of a Headteacher, two Deputy Headteachers and three Assistant Headteachers. Together, we are focused on improving the life chances of all students in our care and we are proud of our achievements.

### The Post

This Assistant Headteacher post focusses on ensuring that student outcomes at KS3 remain strong and that all systems and operational matters are efficient, effective and, where appropriate compliant.

Archery Road, Middleton Cheney, Banbury, Oxfordshire OX17 2QR  
**Telephone:** 01295 711567 **E-mail:** [enquiries@chenderit.northants.sch.uk](mailto:enquiries@chenderit.northants.sch.uk)  
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The postholder will also play a full role in developing teaching and learning across the school, linking with departments and leading whole school initiatives and you will have the opportunity, strategically and operationally, to lead the following aspects of our school's work:

- Timetabling, cover and the options processes
- Admissions
- Attendance
- Site-related and health and safety matters.

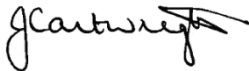
In your letter of application, please explain:

1. The experiences that equip you to meet the challenges of this post.
2. A particular whole-school initiative you have led and the impact this had on students' outcomes.

Please restrict your letter to a maximum of **two sides of A4**.

I look forward to hearing from you if you feel you have the qualities and experience we are looking for. I appreciate how much time and effort goes into applying for senior posts and I am aware of the commitment it takes. If you would like to have a discussion with a member of the Leadership Team or myself about this post or require any further information please contact Mrs Jo Davies ([jdavies@chenderit.net](mailto:jdavies@chenderit.net)/01295 711567).

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Cartwright', with a stylized flourish at the end.

Jane Cartwright  
Headteacher