



WOODCHURCH HIGH SCHOOL

A Church of England Academy

CHIEF OPERATING OFFICER APPLICATION PACK



Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in heaven. *Matthew 5:16*



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www.woodchurchhigh.com





LETTER FROM THE HEADTEACHER

Dear Candidate,

I am delighted that you have expressed an interest in working at Woodchurch High School. This pack is intended to provide you with specific information regarding the position and how you will help support pupils and staff within the Academy.

We are seeking to appoint an enthusiastic, experienced and committed professional with outstanding interpersonal and communication skills to take on this important role. This is an excellent opportunity for an ambitious professional to develop their knowledge and expertise.

The successful candidate will be able to demonstrate knowledge and experience of advising on policy and practice in relation to all key aspects of the Chief Operating Officer role.

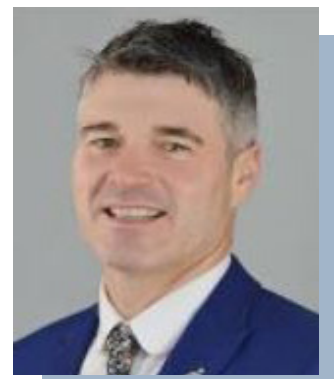
The successful candidate will be joining a very experienced and dedicated Senior Leadership Team, who are all committed to transforming the lives of young people and working tirelessly to ensure all stakeholders flourish in a stimulating, supportive, and ambitious climate.

You would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. Our vision is 'Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in Heaven', Matthew 5:16. Whilst learning, we are inspired and develop our Christian values through experiences as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful adults and young people.

I look forward to receiving your application.

Yours sincerely,

Mr M Canham
Headteacher





ABOUT THE SCHOOL

Woodchurch High School is a highly successful, larger than average fully inclusive 11-16 comprehensive school, set within a Local Authority which includes some selective schools.

The school is consistently over-subscribed, ranked as the eighth most oversubscribed school in the Liverpool City Region (2018) and is annually the most oversubscribed school on the Wirral (since 2015, the school has had more 1st, 2nd and 3rd preferences than any other school with the Local Authority, hearing no fewer than 50 appeals every year since 2016).

At Woodchurch High School, we always place the pupils at the centre of all we do - which has been reflected in all of our Ofsted inspection reports. We are committed to providing the best possible education for all of our pupils. We work in partnership with parents to achieve this goal.

In July 2024, the school underwent an inspection under section 48 of the Education Act 2005 and the report we received reflected the good work of the pupils, staff, and our flourishing school community. An extensive enrichment programme is also provided by the school, including a breakfast and homework club. Throughout the year, there are additional lessons at lunchtime and after school. These provide valuable lesson opportunities. We also run a hugely successful Saturday College and hold Holiday Schools. All of this underlines the emphasis we, as a school, put on ensuring pupil progress.

We are extremely proud to be an inclusive school. We meet the needs of pupils with a range of physical and/or medical impairments, in addition to catering for pupils with Autistic Spectrum Condition. Our successes in this area have been nationally recognised.

To ensure that all our pupils succeed, we focus all our work around our Christian values and vision statement: 'Let your light shine before all, that they may see your god works, and glorify your Father which is in heaven' (Matthew 5:16).

Every child really does matter. As such, the school consistently seeks to build upon its previous best.

Very few pupils come from each of the eleven ethnic minority backgrounds, although this figure is increasing: e.g. in 2006/07 1.8% were not White British, but in 2024/25 this had risen to 9.2%. Only 5.4% use English as an additional language.

Currently those children in receipt of the Pupil Premium stands at 44% and SEND at 29% of the school population. There are also 21 Children Looked After (CLA) pupils.

The estate on which the school is situated contains three Lower Layer Super Output Areas (LSOA) ranked within the top 10% of the most deprived neighbourhoods in the country.

The school has been an academy (SAT) since 2011 and became a 'full' Church of England Academy (having previously been 'A School with a Church of England Trust') in April 2014.

More details about the school can be found on our website: www.woodchurchhigh.com and in our inspection reports, from both Ofsted and the Church of England National Society: www.woodchurchhigh.com/ofsted





SCHOOL ETHOS AND VALUES

Our ethos is underpinned by Christian values and principles which are embedded in all our work. The list below gives an indication of the educational direction of the school and demonstrates our philosophy of placing the child at the centre.

Woodchurch High School A Church of England Academy is a school which delivers teaching to the highest quality. Teaching that motivates, stimulates and challenges the pupils, whilst taking into account their individual needs. We challenge every pupil to aspire to achieve their God-given potential.

We provide a meaningful and personalised curriculum which provides pupils with the knowledge and skills to ensure lifelong learning and to recognise the great value God places on each individual. We provide a curriculum offering equality of opportunity to all, stretching the gifted and talented whilst supporting those who experience a barrier of learning.



CHAPLAINCY

At Woodchurch High School, pupils, through their spiritual and moral education and development, let their light shine, by living out our Christian values and ethos. Our Christian ethos and values underpin who and what we are as a school.

The Chaplaincy Team provides opportunities for reflection and character development everyday through Collective Worship and weekly year group assemblies. During Collective Worship we explore and develop an understanding of our values, morality and the Christian faith.

COLLECTIVE WORSHIP

Each day all pupils take part in Collective Worship unless withdrawn by their parents. As a school, we believe it is important to promote the spiritual, moral, social and cultural development of our pupils and to prepare them for the opportunities, responsibilities and experiences of adult life.

PASTORAL WELFARE

To maximise pastoral support, the school is divided into year groups. Leading each year group is a Pupil Progress Leader and an Assistant. Pupils are in mixed gender and ability forms of approximately 22. Each tutor group is registered by the same Form Tutor throughout the five years. This continuity ensures that pupils, parents and carers can forge strong links and positive, trusting relationships with the key pastoral staff.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school and, at the same time, enjoy the same supportive, compassionate ethos associated with a small school.

Our Christian Values

Justice | Forgiveness | Integrity

Endurance | Compassion

Humility | Service | Hope

Trust | Wisdom | Thankfulness





BEHAVIOUR FOR LEARNING

At Woodchurch High School, we develop our pupils' social and emotional intelligence. Through the promotion of our Christian ethos and values, we enable pupils to recognise that good behaviour and adherence to codes of conduct, result in sound learning, academic progress and positive relationships.

We believe an ordered, disciplined atmosphere is the best environment for learning. All of our school rules are based upon the simple principles of self-discipline and mutual respect. We place great emphasis on the positive aspects of behaviour by rewarding pupils with praise in lessons, rewards, letters of commendation and prizes for effort and attainment in all subjects. We also promote good attendance and punctuality by presenting prizes and certificates to pupils achieving 100%. Prestige is attached to pupils who have Gold Attendance (97%+). They are presented with a badge to display their success.



PUPIL VOICE

Pupils regularly evaluate lessons and are included in whole-school decisions, such as the appointment of staff. In addition, there is a strong School Council, comprising of representatives from each Year Group. The Head Prefect Team also attend Full Governors meetings, when appropriate, at which they make a valuable contribution. Pupils also regularly comment on curriculum subject via online polls/surveys. In this way pupils are motivated to achieve, develop self-awareness and empathy skills, and so manage their own feelings and have good social skills. In addition, the school now also undertakes peer mentoring and support to further enhance pastoral welfare.

INCLUSION

At Woodchurch High School, we recognise and celebrate our differences. It is these differences that enrich our school community: we value all God's children.

We are committed to ensuring that every pupil in our care is given an equal opportunity to develop socially, to learn and achieve, and to enjoy community life at school.

All pupils have access to the same opportunities as their peers through quality first teaching and enrichment.

To achieve this aim, the SEND Team:

- Develop strong links with our primary school partners to support transition
- Deliver a curriculum appropriate to each child's individual needs, including a range of personalised interventions which enable pupils to progress and reach their potential
- Work in partnership with parents and carers to ensure a consistent approach to meeting a pupil's need
- Put in place strategies to ensure that all pupils, including those who face barriers to learning and those who are on the Gifted and Talented register, make progress





A VIRTUAL BASE FOR PUPILS

Woodchurch High School has special resource provision for 20 pupils with Autistic Spectrum Condition and other additional needs. Our policy is that pupils follow a personalised learning programme, combining small group social skills classes with mainstream lessons, if necessary with the help of Teaching Assistants.

However, if, on occasions, pupils become overly anxious, they can be withdrawn for individual support. Our Virtual Base enables all pupils with a diagnosis of ASC to develop socially and emotionally, with support, in a caring, compassionate and comfortable environment.



PUPIL PREMIUM

At Woodchurch High School 44% of our pupils access pupil premium funding. The Pupil Premium Team lead initiatives through the school and monitor and evaluate the success of programmes and interventions. Please refer to our website for further details.

OUR FACILITIES



Our school building was opened to pupils in September 2010, and officially opened by the Archbishop of York in March 2011.

The state of the art facilities enables our pupils to experience a 21st Century education. The cutting edge ICT, all Google based for both staff and pupils, facilitates their learning so that they can participate, enjoy and achieve their full potential. This is underpinned by an experience and talented ICT support team.

The school grounds have also been redeveloped as part of this build and include a third generation all weather pitch as well as flood-lit multi-use games areas. These facilities are in addition to a well resourced sports hall. This houses a dance studio, fitness suite and indoor sporting facilities, used for football, badminton, basketball etc. There is also a well-established school farm and environmental area.



In addition to this, the award-winning farm, which we are immensely proud of, houses over 50 animals. We have a dedicated team of adults and pupils that operate the farm throughout the year.





CONTINUING PROFESSIONAL DEVELOPMENT

We take the development of our staff seriously, and we have a wide range of programmes and professional development opportunities for all staff, regardless of role and experience.

For staff new to the school, there is an extensive Induction Programme, as regardless of experience, every school is different and presents both new opportunities and challenges. The Induction Programme is designed to support staff in settling quickly and seamlessly into their new role, and to thrive and flourish at the school.

Many staff also access relevant professional qualifications, as well as other developmental opportunities run by a range of other providers, such as the Ambition Institute, and local Higher Education Institutions.

All staff also have unlimited access to support and resources provided by the National College, in addition to ongoing training provided 'in-house', such as coaching and mentoring.

Bespoke support and development is also provided in a supportive staff with career development.

There are also many opportunities to lead CPD within the school, and we are always exploring new and exciting ways to further develop our staff.

LIVING AND WORKING IN WIRRAL



Wirral, a peninsula in England, is considered a great place to live and work for a variety of reasons, including its 22 miles of coastline, 50 miles of walking trails, and many outdoor activities, including water sports, wild swimming, and golf.

Wirral is close to the cities of Liverpool, Chester and Manchester as well as North Wales. It has excellent public transport links to Liverpool, and is close to Liverpool John Lennon Airport and Manchester Airport.

Wirral is rich in history, with many heritage buildings and many good schools that are above average education standards, including grammar schools. Wirral has a diverse housing market with homes for all budgets and styles.





WHAT PEOPLE SAY ABOUT OUR SCHOOL



“

The teaching staff put the children at the heart of everything they do.

- Parent

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"I always knew Woodchurch had an excellent reputation - it has not disappointed."
– Parent

"I value the open and honest culture at the school that allows staff to feel part of the decision making processes." – Staff

"The school provides strong support for pupils' mental health." - The Governing Body
"School is somewhere I always feel safe." – Pupil

"Leaders live out the Christian vision and ensure this drives policies and practices. Together, they faithfully recognise the context in which they work, enabling the school to be transformational for students. As a result, students and adults grow and flourish." – SIAMS 2024

"As a parent, I feel valued and respected by the school." – Parent

“

Pupils said that they feel safe and happy in school. Pupils are supportive of one another. They said that bullying is rare. If it does happen, it is dealt with effectively. - Ofsted 2020

”





THE ROLE

We are looking for a candidate who can support us to build on our strengths and make a significant difference to our everyday practice as well as pupil outcomes.

We seek someone who is highly effective and a forward thinking and determined leader, who is dedicated to raising standards for each pupil and improving life chances.

We are looking for a candidate of the highest calibre, with a proven track record and who can demonstrate a successful history of operations and financial leadership.

We will be looking for a candidate who can demonstrate:

- Integrity, drive, vision, enthusiasm and ambition
- A willingness to work hard
- Creativity and innovation
- A commitment to meeting the needs of all pupils and all ability ranges.
- The ability to promote the caring ethos of the school
- Outstanding interpersonal skills
- A commitment to intervention, extracurricular activities and community liaison
- Facilitate and maintain operational excellence to ensure teaching and learning can be delivered by teachers to raise the attainment of all pupils





JOB DESCRIPTION

Post Title:	Chief Operations Officer
Salary:	Leadership Scale - L20 - L24 (fulltime)
Reporting to:	Headteacher and Trustees
Liaising with:	Headteacher/Trustees/Senior Leadership Team (SLT)
Disclosure Level:	Enhanced DBS

Purpose:

- To support the strategic objectives of the School Improvement Plan
- To be responsible for the financial development and sustainability of Woodchurch High School and for the financial probity of the organisation
- To lead and manage effective Business and Operational Teams that continually supports Teaching and Learning
- Promote the Academy's Ethos in which the highest achievements are expected from all members of the community
- To lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behaviour, positive relationships and attitudes towards Pupils, Staff, Parents and Governors
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Child Protection

Responsible for:

Line management of the team leaders for each of the departments, ensuring appropriate allocation of roles and responsibilities.

Christian Ethos:

To work with the Headteacher and colleagues in creating, inspiring, and embodying the Christian ethos and culture of this Church of England academy, securing its mission statement with all members of the academy community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

Senior Leadership Responsibilities:

- To be a dynamic member of the Senior Leadership Team, helping to shape the strategic direction of the school with specific focus on operational and financial functions
- To be a role model to all staff and pupils, demonstrating positive leadership behaviours, confidentiality, and discretion, aligned with our Christian values
- To articulate and model the school vision and strategic direction, developing and implementing coherent plans, projects, and initiatives
- To lead and manage staff to achieve this vision
- To monitor KPI's in the pursuit of this vision
- Ensure that the school continues to evolve its policies and practice with changes to regulations and best practice to be fully compliant with legislation and make appropriate and timely adjustments, as necessary. Ensure the school is fully compliant with relevant DfE, statutory and regulation legislation relating to operational and financial aspects
- Together with the Headteacher and other SLT members, build leadership capacity, providing opportunities for colleagues to flourish, through the development of leadership at all levels
- To invite, encourage and praise innovation





- To be a strategic leader who is approachable and who develops others by supporting and challenging them to be 'the best they can be', through regular meetings
- Assist the Headteacher to manage staff performance, behaviour, and morale, supporting them to attain the highest standards and report any areas of concern immediately to the Headteacher
- Provide appropriate support for staff as required on personal and professional matters
- To review and reflect on one's own practice, setting personal targets, participating in continuing professional development and engaging in professional learning relevant to the post of COO
- To strategically lead on policy in relation to specific areas of responsibility
- To manage one's own workload and that of others to allow an appropriate work/life balance
- To promote and safeguard the welfare of all children in school, (in line with current DfE guidance and Ofsted requirements e.g. Keeping Children Safe in Education)
- To undertake any other tasks or duties reasonably assigned by the Headteacher



Strategic Leadership and Trust Development Responsibility:

The COO will be accountable for supporting the Academy's strategic development and aims through effective financial planning and management, in line with regulations.

The COO will:

- Assist the Headteacher and Governance Professional in the implementation of the Trustees action plan, following the recent Governance review
- Advise the Headteacher, Trustees and other leaders on all matters relating to operations and financial strategy
- Contribute to the development and implementation of the School Improvement Plan, providing financial analysis and guidance on all activities, setting financial objectives and monitoring performance
- Conduct financial due diligence on relevant matters, and report to the board and other leaders with recommendations
- Contribute to risk management efforts, including identifying strategic and operational financial risks, taking steps to mitigate these risks, and maintaining the Trust's risk register
- Develop, implement, and monitor the school's Business Plan, using effective financial and budget modelling and benchmarking to support strong decision-making
- In partnership with the Headteacher, Trustees and SLT prepare long term, medium term and annual budget plans for consideration to ensure compliancy with the Academy Handbook
- Develop with the Headteacher, SLT and Trustees an integrated approach to curriculum and financial planning

Financial Management and Control Responsibilities:

Line management of the team leaders for each of the departments, ensuring appropriate allocation of roles and responsibilities.

The COO will:

- Lead on the budget process, from planning through to approval, working with the Headteacher and Trustees
- With the Headteacher prepare and monitor the budget in line with the school development plan and the Academy's strategic objectives





- Provide accurate and timely information to the board and other leaders to enable effective budgetary control
- Use financial management information to analyse trends and identify opportunities for greater efficiency ensuring value for money
- Develop, implement, and monitor the Academy's financial policies and procedures on procurement, virements, asset management, and disposal, in accordance with the Academy's Handbook, enabling robust financial management
- Take appropriate action to address financial risks, problems, and irregularities
- Advise the Headteacher, Trustees and SLT on investment and financial policy, evaluating potential projects and opportunities for the future development of the school
- Establish and monitor effective procurement procedures in order to achieve financial efficiencies, including overseeing the tendering process
- Develop and maintain an effective internal audit procedure
- Manage the external audit procedures for the school and follow up on any recommendations resulting from audits
- Oversee and authorise the payment of salaries including PAYE, Pensions and National Insurance contributions
- Oversee the Academy's commercial contracts, ensuring they represent value for money.
- Arrange and manage necessary insurance arrangements for the Academy
- Ensure the necessary claims for VAT and business rates are submitted and refunds are received and appropriately accounted for
- Manage the Academy's cash position at all times, including overseeing bank deposits and investments
- Lead on the income generation strategy for the school including avenues for additional funding to enhance the school as a community resource and in building additional capacity to support students' learning and progress

Projects and Contracts:

The COO will be accountable for ensuring the contracts represent value for money and meet the Academies Handbook and identify projects for the benefit of enhancing education where appropriate.

The COO will:

- In accordance with financial regulations, oversee the construction of contracts for competitive tender and advise the Headteacher and Trustees on the selection of such contracts. Oversee the performance of such contracts to ensure that the school receives the service defined
- Annually review the Catering Service and determine value for money, provision of service and year end budget/sales position
- Ensure that appropriate insurances exist for cover of all aspects of the school's life, including buildings, contents, and trips
- Propose ideas and projects for the ongoing development of the school's support services and business management
- Lead and manage projects for the extension, development and improvement of the school's infrastructure, premises, and support services
- Lead and manage the implement of non-curriculum related projects to meet government or local authority requirements/legislation
- Work closely with the Operations Manager and ICT Development Manager to negotiate, manage, and monitor contracts, tenders, and agreements for the provision of services

Reporting and Compliance:

The COO will be accountable for ensuring that the Academy complies with its legal obligations, adheres to financial regulations, and submits accurate financial reports in a timely manner each term, fully in line with the Academies Handbook.





The COO will:

- Complete and submit financial and relevant returns as required by the Department for Education, the Education and Skills Funding Agency, the Charities Commission and Companies House, acting as Company Secretary
- Prepare and submit the Academy's financial returns and reports, including annual accounts and monthly management accounts
- Maintain the Trust's accounts in line with the funding agreement and the Academy Trust Handbook
- Monitor developments to legislation around payroll, pensions, and benefits. Advise the Headteacher and Trustees of legislative change and ensure smooth implementing of the changes and adapt process as required
- Provide appropriate and timely reports to the Headteacher and Trust Board and other leaders to support effective leadership and governance

Leadership and Management:

- Have an oversight of the Academy's financial management system including managing user access, providing training, considering future system developments, and generating reports
- To lead and manage the Finance Manager, Payroll Manager, HR Manager, Operations Leader, Health & Safety Officer, ICT Development Manager, Farm Manager and Administrative staff within the wider Business and Operations Teams, taking responsibility for their professional development and ensuring best practice is always observed
- To regularly review roles and skills, ensuring service provision meets the needs of a changing environment
- Develop effective relationships with all stakeholders in order to support development and operations
- Attend and participate fully in all meetings of the Senior Leadership Team
- Play an integral and lead part in the Staff Wellbeing/Welfare Team
- Undertake leadership duties alongside other members of the Senior Leadership Team
- Line management of identified staff

Other Specific Duties:

- To continue personal development as agreed at Appraisal
- Engage actively in the Appraisal process
- Ensure that appraisees are fully supported and accountable for the progress made in their roles and practice
- Play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and pupils to follow this example
- Support the School's Health and Safety policy and practices
- Comply with the internet code of practice
- Show a record of excellent attendance and punctuality
- Adhere to the Academy's Dress Code
- Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- The Academy will endeavour to make any necessary reasonable adjustments to the role and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title





PERSON SPECIFICATION

	CRITERIA	ESSENTIAL (E) DESIRABLE (D)	
		E	D
A	PERSONAL QUALITIES AND PROFESSIONAL DISPOSITIONS		
1	An enthusiastic belief in the school's vision, and educational purpose. Model and promote the school's Christian values.	✓	
2	A strong commitment to inclusion and overcoming barriers to learning and achievement.	✓	
3	A commercially astute, articulate, technically strong, dynamic, insightful, and influential leader with the ability to operate at both strategic and operational levels.	✓	
4	Strongly self-motivated and demonstrates personal resilience, persistence, and perseverance.	✓	
5	Exceptional levels of personal integrity, discretion, honesty, reliability, and self-awareness – following the seven principles of public life.	✓	
6	Strong intellect underpinned by a clear moral compass, instinct, and intuition.	✓	
7	Conscientious and diligent work ethic.	✓	
8	High standard of personal presentation with an excellent attendance and time-keeping record.	✓	
9	Exacting standards, with high levels of attention to detail and accuracy.	✓	
10	Creative, constructive, insightful, and innovative approach to problem solving.	✓	
11	Commitment to support the school's agenda for safeguarding and equality and diversity.	✓	
12	Ability to work under pressure, prioritising workloads to meet specified deadlines, in a situation with frequent interruptions.	✓	
13	Commitment to the pursuit of continuous professional development by oneself and others.	✓	





	CRITERIA	ESSENTIAL (E) DESIRABLE (D)	
		E	D
B	QUALIFICATIONS		
14	DSBM/ NVQ Level 6 business degree or equivalent related professional qualification.		✓
15	Qualified accountant (accountancy qualifications from professional bodies such as the ICAEW, ACCA, CIMA or CIPFA (including CIPFA qualification developed in partnership with ISBL). Candidates not holding a formal accountancy qualification would be encouraged to gain an appropriate qualification.		✓
C	EXPERIENCE AND KNOWLEDGE		
16	A strong track record of leading a team of financial professionals and colleagues.	✓	
17	Experience of negotiating contractual agreements.	✓	
18	A clear understanding of how finance can support the desired outcomes of the organisation.	✓	
19	Experience of working in an educational environment.		✓
20	Knowledge of legal, regulatory, ethical, and social requirements and experience of ensuring compliance.	✓	
21	Experience of risk management.	✓	
22	Experience of planning, leading, and implementing organisational change.	✓	
23	Experience of successfully leading teams of people and managing staff performance and development.	✓	
24	Knowledge of formal tendering processes.	✓	
25	Experience of premises management including health & safety and physical resources.	✓	
26	Experience of generating income.	✓	
27	In-depth knowledge and application of financial and non-financial modelling.	✓	





	CRITERIA	ESSENTIAL (E) DESIRABLE (D)	
		E	D
28	Knowledge of legislation affecting payment of salaries, pensions, and provision of benefits.	✓	
29	Knowledge and understanding of Academy Board of Trustees processes and procedures and the role of the Company Secretary.		✓
30	Knowledge and experience of the charity sector.		✓
31	Understanding of and the ability to produce and interpret UK GAAP compliant consolidated financial statements (Generally Accepted Accounting Practice in the UK).		✓
32	Senior leadership experience in a school setting.		✓
D	SKILLS & ABILITIES		
33	Ability to demonstrate a business focus and commercially minded approach to managing a public sector finance function.	✓	
34	Ability to provide strategic leadership.	✓	
35	The ability to drive forward change often in what can be challenging circumstances.	✓	
36	Ability to win support for new ideas and concepts through effective advocacy skills.	✓	
37	A strong understanding of IT and its potential for the organisation.	✓	
38	A proven ability to successfully manage all resources effectively.	✓	
39	Ability to communicate verbally with, and write reports for, a range of stakeholders, including Trustees and external agencies.	✓	
40	Ability to set clear targets, track and manage progress, and develop strategies to achieve desired outcomes.	✓	
41	The ability to translate a visionary/innovative concept into a practical implementation plan.	✓	
42	Ability to work autonomously, prioritise conflicting demands, and thrive under pressure.	✓	





	CRITERIA	ESSENTIAL (E) DESIRABLE (D)	
		E	D
43	ICT skills to manage and report to a range of audiences (Ofsted, Trustees, parents, staff, and students).	✓	
44	Determination to hold people to account and challenge underperformance.	✓	
45	Commitment to fostering an open, fair, and equitable culture which encourages ideas and contributions from others.	✓	
46	Ability to manage and resolve conflict, to negotiate, and provide appropriate support.	✓	
E	CONFIDENTIALITY		
47	To acknowledge the need to maintain confidentiality at all times and to be aware of the national and Trust policies on confidentiality and the management and sharing of information under UK GDPR.	✓	
F	SAFEGUARDING		
48	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓	





HOW TO APPLY

Application Form	<p>Application form is available at: www.woodchurchhigh.com/vacancies</p> <p>Please submit the application form for Support Staff, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides (single spacing, font size 12), detailing how your experiences to date qualify you for the post.</p> <p>Completed application forms should be sent to Mrs F Lloyd, HR Manager, via whsrecruitment@woodchurchhigh.com</p>
Application Closing Date	Thursday 14 November 2024 – 12.00 noon
Shortlisting Date	Shortlisting will take place on Monday 18 November 2024
Further Information	<p>Mrs Jill Belcher of ASCL's Leadership Appointment Service will be providing professional support to the Trustees throughout the selection and appointment process, please copy her into any correspondence with the school: jill.belcher@ascl.org.uk</p> <p>If you feel inspired to find out more about this exciting opportunity, and would like an informal conversation, please contact Jill on 07733 110012 or via email for further information.</p> <p>The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check; online checks of shortlisted candidates will be undertaken as part of our recruitment checks.</p>
Interview Dates	Monday 25 and Tuesday 26 November 2024

Woodchurch High School
A Church of England Academy
Carr Bridge Road
Woodchurch Wirral.
CH49 7NG

Limited Company by guarantee - registration number 07775671

