



# BENTON PARK SCHOOL

*'Creating a climate for great learning, success and opportunity'*

June 2022

Dear Colleague

## **Pastoral Administrative Assistant**

Thank you for your interest in our exciting opportunity as Pastoral Administrative Assistant. We are delighted that you are considering joining our vibrant and successful school where our young people are at the heart of everything we do.

We are a very successful, oversubscribed 11-18 comprehensive school situated in north-west Leeds. We have 1500 students on role including 250 in the Sixth Form. Our vision is to 'Create a climate of great learning, success and opportunity'. We pride ourselves on being an inclusive school where 'students have positive attitude to learning in their lessons, showing respect towards teachers and their peers' and where 'teachers work hard to raise the expectations of all students through their planning to stretch and challenge them in their learning' (OFSTED 2018).

We are fortunate to have recently benefited from an investment of £28.5 million which has provided us with a brand new state of the art school. Our facilities are first class, with light and airy classrooms equipped with the latest technology, along with a range of specialist teaching spaces and sports facilities. It is an outstanding working and learning environment for staff and students alike.

As a Pastoral Administrative Assistant, you would play a pivotal role in helping to shape a strong, positive and successful learning experience for all of our students.

We are looking for a highly motivated, positive colleague who can contribute to ensuring excellent standards in all areas of school life. A team player, you will have the ability to form high quality relationships with staff, students and parents alike.

In return, we will offer you a friendly and supportive working environment, engaged and motivated students and supportive relationships with our families. It is a demanding place to work, with high standards and expectations for our staff and students but you will find it extremely rewarding and you will be fully supported to achieve your full potential with regular training and development opportunities.

Please read through the relevant job description and person specification. If you wish to pursue your interest in working with us as a Pastoral Administrative Assistant, please complete the application form, and return it to school. If you require this information in a different format, for example, Braille, larger print, please contact Lisa Sykes at the school.

**Headteacher: Miss D Martin**

Harrogate Road, Rawdon, Leeds, LS19 6LX Tel: (0113) 250 2330

[www.bentonpark.org.uk](http://www.bentonpark.org.uk)

E-mail: [secretary@bentonpark.net](mailto:secretary@bentonpark.net)

 [@BentonParkSch](https://twitter.com/BentonParkSch)



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Benton Park School is a school with great ambition. If you feel that you share our ambition and wish to be a part of our caring and dedicated team who have the best interests of students at heart, we look forward to receiving your application.

Please send your completed application form and a supporting letter to Lisa Sykes by 8am on Tuesday 21<sup>st</sup> June 2022, by email to [lisa.sykes@bentonpark.net](mailto:lisa.sykes@bentonpark.net).

Thank you for your interest in our school.

Yours sincerely

Delia Martin  
Head Teacher

**Headteacher: Miss D Martin**

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[www.bentonpark.org.uk](http://www.bentonpark.org.uk)

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