

**Our Ref: GS/KHS**

**Date as postmark**

### **Administration Assistant – Supporting Information**

Thank you for taking an interest in joining our academy in the role of Administration Assistant.

Outwood Academy Portland is renowned for the caring ethos that pervades the work of the staff and its students. This academy is totally committed to safeguarding the welfare of its students and expects the same for its staff and volunteers. Visitors to the academy frequently comment on the warm, welcoming and calm environment. We pride ourselves on developing staff and, whilst many are reluctant to leave, several ambitious teachers have been successfully promoted to posts following innovative and positive experiences at this academy.

Outwood Academy Portland, places students at the centre of everything it does, with a focus on creating a culture of success, a positive climate for learning, and increased student attainment, achievement and social and emotional development. Following a recent Ofsted inspection Outwood Academy Portland was graded as outstanding in all 5 categories. Examination results place student progress within the academy within the top 10% of all schools nationally, with 83% of students gaining Grade 4 or above in English and Maths.

The timings of our day are as follows:

	Timings	
Breakfast Club	8.00	Restaurant open for breakfast
Period 1	8.25 – 9.25	Lesson 1 – Start of day, registration in period 1
Period 2	9.25 – 10.25	Lesson 2
VMG/Break	10.25 – 10.45	Vertical Mentor Groups or Break
Break/VMG	10.45 – 11.00	Break or Vertical Mentor Groups
Period 3	11.00 – 12.00	Lesson 3
Period 4	1 hour	Lesson 4
Lunch	½ hour	Lunch is a rolling lunch (all students on site)*
Period 5	1.30 – 2.30	Lesson 5 – End of school day
Enrichment	2.30 – 3.30	Extra-curricular activities – study support

If you are ambitious, highly motivated, not frightened of hard work and share our aspirations I encourage you to apply. We are the right school for you.

**I look forward to reading your application. Please complete the application form indicating why you are the best person for the post. Please ensure that you use the correct postage if not returning electronically.**

The closing date is Friday 6 December 2019 at 12 noon and interviews are to be held on Wednesday 11 December 2019. If you have not heard from us within three weeks please assume that you have not been successful.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Swinscoe', written in a cursive style.

**Mr G Swinscoe  
Principal**