



The Manor Trust
December 2019

Dear Applicant,

With the retirement of the existing Headteacher the Trustees of The Manor Trust and Governors of Norbury Manor Business and Enterprise College for Girls are seeking an inspirational, dynamic and outstanding Headteacher to build on our successes and lead us from Good to Outstanding. The school is in north Croydon, close to Norbury station with good rail link connections and is part of The Manor Trust, a small multi-academy trust comprising Norbury Manor and Kensington Avenue Primary School. The school has approximately 1,200 students and a small sixth form.

Our ethos is developing the potential in all our students and staff and our purpose is to provide all students, no matter what their starting point, with the opportunity to be successful. Results in 2019 for progress place the school in the top 15% schools in England, third in the borough and the school has recently been awarded Croydon Secondary School of the Year 2019. Pastoral care is of the highest importance and we are committed to providing the best possible learning environment to develop confident, independent learners. The successful candidate will work with a skilled trust board, experienced local governing body, a strong senior leadership team (SLT), committed staff and supportive parents.

Please find enclosed/online an application pack which includes a job description and person specification together with information about the school (further information is also available on our website: <https://www.nmbec.org.uk/>).

If you are the experienced, exceptional leader we are looking for then please contact the Headteacher's PA Mrs McCardie (dmccardie@nmbec.org.uk) to arrange a visit at one of the times given below where you can take a tour of the school and meet the current Headteacher.

2019

Wednesday December 18th 14.00-15.30

2020

Wednesday 8th January 09.00-10.30 and 14.00-15.30

Thursday 9th January 09.00-10.30

Friday 10th January 14.00-15.30

Tuesday 14th January 09.00-10.30

If you are unable to visit during the school day then please contact Mrs McCardie (dmccardie@nmbec.org.uk or telephone 020 8679 0062 ext. 233) so alternative times for school visits may be arranged.

When submitting your application form, please include a personal statement (no more than three sides of A4 in font size 12) demonstrating how your knowledge, skills and experience meet the job profile and, in particular, how you meet the requirements of the person specification. You may find the person specification particularly useful in helping you to understand the type of person we wish to recruit. It is particularly important that you have a strong moral compass and a desire to make a difference to the young people in our local community.

The closing date for applications is **12 noon on Friday 17th January 2020**. Candidates will be shortlisted on **Friday January 24th** and the interviews will be held over a period of two days on **Thursday 30th January and Friday 31st January 2020**. Please note that CVs will not be accepted.

We are committed to safeguarding and protecting the welfare of our staff and students. An enhanced DBS check will be required. References will be sought prior to interview. I look forward to receiving your completed application form and personal statement, and wish you every success. Please note that we will not respond to all applications and you will only be contacted should you be successful in our shortlisting process.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mary Turner', with a horizontal line underneath.

Mary Turner
Chair of Governors

A handwritten signature in black ink, appearing to read 'Amanda Compton', with a horizontal line underneath.

Amanda Compton
Chair of Trust Board