



Balcarras School



Applicant Pack



The Balcarras Trust came into existence on December 1st 2020. We are a Multi Academy Trust based in Gloucestershire. Prior to this the company (Balcarras School) was a Single Academy Trust.

The Mission Statement of The Balcarras Trust:

The Balcarras Trust is committed to delivering outstanding inclusive, comprehensive education in each of its schools. Every child within the Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their lives.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be "left behind." There will be excellent opportunities for extra-curricular activities.

Each member of staff in the Trust's schools will be an excellent role model and will play their part in ensuring that each school in the Trust will have its own special ethos. Students will feel proud of their school.



Balcarras is a co-educational 11-18 comprehensive school situated in Charlton Kings on the Eastern side of Cheltenham. Consistently rated outstanding by Ofsted, it has also been recognised by The Sunday Times as the highest performing comprehensive school in the Southwest. Balcarras's performance at A level and GCSE is amongst the highest for any school in the country.





Currently there are three schools in the Trust:

Balcarras: an 11-18 coeducational academy with 1402 pupils on roll. Consistently rated outstanding by Ofsted, the school secures superb outcomes at both GCSE and A level. Recently the school was awarded the Sunday Times Southwest State School of the Decade Award. The school is led by Dominic Burke (Headteacher) who combines this role with CEO of the Trust. Balcarras is the lead school in the GLOW Maths Hub and the Balcarras Teaching School Partnership. Balcarras is located in Charlton Kings and is currently where the Trust's registered office is located.

The High School Leckhampton: a brand new 11-16 coeducational comprehensive academy with an eventual capacity of 900. The school opened in September 2021 initially on the Balcarras site. It transferred to its own purpose built accommodation in September 2022. It now occupies a beautiful campus at Farm Lane in Leckhampton. This facility cost £35 million and is state of the art. The school is led by Helen Wood and has for the first two years of its existence been oversubscribed. It achieved "outstanding" during its first full graded inspection in 2024.

Winchcombe School: a high-performing school with high expectations for their students balanced against a supportive environment to help every individual towards success. The school has been led for the last 6 years by Jonathan Templeton and has gone from strength to strength. It achieved record GCSE results in 2022 and 2023 placing it amongst the most successful secondary schools in the county. The school is relatively small and visitors often comment on the 'family feel' which the school rightly prides itself on. Set in an idyllic location with excellent facilities they offer an environment for learning that is both unique and stimulating. A recent multi-million pound investment has added new and refurbished facilities in Sport, Science, Technology and Drama. The school was last inspected by OFSTED in 2024 and it was rated good in all areas.

In addition the Trust has a wider role as a system leader:

Outreach work: The Balcarras Trust is a leading provider of professional development for educators. The Trust runs the GLOW Maths Hub which is responsible for leading maths education in this region. GLOW has an annual turnover of close to £1 million. The Trust has the contract to run the Teaching School Hub for Cheltenham, Stroud and The Cotswolds.

The Trust runs its own School Direct teacher training programme working alongside the Gloucestershire Initial Teacher Education Programme (GITEP) which is run by the Gloucestershire Association of Secondary Headteachers Limited (GASH). In 2024 Balcarras became the lead school for GITEP.

We mention these initiatives because we believe it demonstrates our commitment to professional development and the importance of collaboration.





Balcarras Aims and Values

We provide our pupils with an education of the highest quality so that they leave us with the qualifications, skills and personal qualities they need to lead a successful life.

To achieve this, we will ensure:

- Our commitment to the highest academic standards
- A caring and stimulating environment
- A wide range of extra curricular activities
- A partnership with parents, business and the local community





What is it like working at Balcarras?

It is a very exciting and rewarding time to be working at Balcarras. Our latest GCSE grades were extraordinary and put us in the Top 30 comprehensive schools in the country based on the percentage of pupils gaining 5+ in English and Maths. At A-level the picture was similar. It is a very exciting and rewarding time to be working at Balcarras. Ofsted assessed Balcarras in 2005, 2009, 2014 and 2025 as "Outstanding" in every category. It is this commitment to the highest academic standards, whilst at the same time being a caring and stimulating environment, that makes Balcarras feel different from anywhere else.

As part of the Balcarras Trust, our teaching staff have access to outstanding professional development networks including NPQs and ECTs if appropriate.

Balcarras is a great place to work, from staff football and wreath making sessions to Chinese cookery — Balcarras creates opportunities for staff cohesion. We recently ran a whole Trust staff inset on staff wellbeing that covered topics such as physical well being, mental well being, financial wellbeing and reducing workload. Both staff and pupils benefit from Buddy the school dog who is the one of best appointments ever made!



What is the surrounding area like?

Members of staff moving into the area to join Balcarras have a wide variety of locations from which to choose. There are the large urban areas of Cheltenham and Gloucester together with the many modern housing developments clustered around them, the older market towns such as Cirencester and the smaller villages and hamlets of the Cotswolds. Within a short distance of the school it is possible to find both the facilities of a thriving urban area and the tranquility of unspoiled countryside.

Balcarras occupies an attractive site at the very edge of Charlton Kings. The woods and fields of the Cotswold escarpment rise up to the east and south east, while in other directions there is housing surrounding the old village centre.

School Receptionist - General Job Description

JOB TITLE: School Receptionist

HOURS: (Full time—term time only)

RESPONSIBLE TO: PA to the Headteacher

GRADE: Point 6-12 £10,525.92 - £11,582.57 Actual salary (FTE £25,183 - £27,711)

MAIN PURPOSE: To ensure that visitors and callers to the school are well received. Handle all enquires relating to pupils. Along with the Head's PA, ensure the smooth running of the school office. Provide first aid (training will be available).

Main Duties	Description
Telephone	<p>⇒ Operate the school telephone system including answering internal and external calls, make calls, and pass on messages in a timely manner via email, phone and put notes in staff pigeon holes or tutor trays.</p> <p>⇒ Check the school answerphone regularly.</p>
Visitors	<p>⇒ Receive visitors and aid them issuing visitor badges via the electronic sign in system at the reception desk and handle all their enquiries in an appropriate and professional manner using the week ahead, school calendar and "sign in app."</p> <p>⇒ Check DBS certificates of visitors where appropriate.</p>
Staff	<p>⇒ Receive staff at the reception desk and handle all their enquiries in an appropriate and professional manner displaying politeness and tact where necessary.</p>
Pupils	<p>⇒ Receive pupils at the reception desk and handle all their enquiries in an appropriate and professional manner displaying politeness and tact where necessary.</p> <p>⇒ Direct pupils where necessary to the correct member of staff.</p> <p>⇒ Print pupil timetables when necessary.</p> <p>⇒ Check pupils have relevant permission before signing out.</p> <p>⇒ Advise the attendance officer/tutor when a pupil goes home unwell.</p> <p>⇒ Monitor the late book relaying information to the attendance officer when appropriate.</p>
School nurse	<p>⇒ Welcome the school nurse each week.</p> <p>⇒ Aid the nurse should any pupils not turn up.</p> <p>⇒ Liaise with the medical administrator with regards to any vaccinations taking place including welcoming nurses.</p>

School Receptionist - General Job Description continued

Main Duties	Description
Bromcom (MIS)	<ul style="list-style-type: none"> ⇒ Provide information to staff and pupils from bromcom when required. ⇒ Record holiday requests (see correspondence).
Front gate	<ul style="list-style-type: none"> ⇒ Monitor the front gate screen, answering the buzzer and letting visitors enter and exit the site as and when appropriate.
Correspondence	<ul style="list-style-type: none"> ⇒ Reply to and forward emails to the relevant person, from the school's main admin email account. ⇒ Type any other correspondence (email or letter) as and when requested—time permitting. ⇒ Reply to holiday requests via bromcom and log on cpoms.
Post/deliveries	<ul style="list-style-type: none"> ⇒ Receive incoming post and deliveries, sign for packages/special deliveries and liaise with the site team when necessary. ⇒ Frank out-going post and send recorded deliveries. ⇒ During examinations, liaise with the exams officer with regards to collection of papers via courier.
Ties and Badges	<ul style="list-style-type: none"> ⇒ Distribute ties and badges for pupils that have previously purchased via scopay, monitor stock levels, advising the Head's PA when stock levels are low.
Photocopier and Franking Machine	<ul style="list-style-type: none"> ⇒ Operate the photocopier, franking machine and other office equipment. ⇒ Order ink cartridges/labels for franking machine as required. Liaising with Pitney Bowes regarding any franking machine problems.
Stationery Orders	<ul style="list-style-type: none"> ⇒ Place orders for Admin stationery items for support staff as and when requested via the school online finance system IRIS. ⇒ Ensure the stationery cupboard is stocked with supplies.
Tea, Coffee, Sugar supplies	<ul style="list-style-type: none"> ⇒ Monitor the stock of tea, coffee and sugar. Place orders with the canteen to ensure the staff room and other staff areas have supplies for staff refreshments.
Lost property	<ul style="list-style-type: none"> ⇒ Deal with lost property on a regular basis and return to pupils if possible. ⇒ Liaise with the site team for lost property collection week.
Accident forms	<ul style="list-style-type: none"> ⇒ Process staff/pupil accident forms. Ensure all details are completed/recorded, authorised by the Health & Safety Officer, files/recorded on the SHE database (depending on the severity/circumstances). Chase up and clarify details with the staff involved.
Refreshments	<ul style="list-style-type: none"> ⇒ Prepare refreshments for weekly SMT meetings. ⇒ Prepare refreshments for any adhoc meetings.
Reception/Front Office	<ul style="list-style-type: none"> ⇒ Ensure the reception area and front office is kept tidy and orderly including the visitor table, chairs in reception and water machine. ⇒ Ensure the photocopier is well stocked. ⇒ Prepare the reception area at the end of the day and first thing in the morning (medical book and pupil signing in/out book).

School Receptionist - General Job Description continued

Main Duties	Description
Unwell pupils, Pupils with Medical Conditions and First Aid	<ul style="list-style-type: none"> ⇒ Be a First Aider within the School and perform first aid when required (training will be provided). ⇒ Record all pupils with a green slip, sick or injured, in the medical book. ⇒ Administer paracetamol/antihistamines to pupils according to their parental consent in bromcom, record in the medical book and notify parents via bromcom email/telephone call. ⇒ Liaise with House Heads for advice on sick pupils and get authorisation if the pupil needs to leave the school (if attendance is low) except in an emergency. ⇒ Follow health care plan instructions for pupils with medical conditions as per bromcom. ⇒ Administer prescribed medicines to students if needed. ⇒ Telephone pupil's contacts and take any other action necessary. ⇒ Monitor the medical room to ensure it is used appropriately. ⇒ Monitor medical supplies advising the librarian of any low stock.
Supporting the PA to the Headteacher	<ul style="list-style-type: none"> ⇒ Filing. ⇒ Typing. ⇒ School Events. ⇒ Document checks for DBS. ⇒ Any other adhoc requests. ⇒ Photocopying for interview packs.



School Receptionist - Person Specification

We're looking for a friendly, organised person with a real 'can do' attitude and a drive for doing a great job. The role will offer a variety of tasks and responsibilities – making a flexible/adaptable approach to your work essential. This is a job share position so from time to time there may be the requirement to switch shifts.

You may have some or all of these skills:

- ⇒ Friendly and approachable to both adults and children.
- ⇒ Great written and spoken communication skills.
- ⇒ Excellent interpersonal skills – able to develop and build relationships with people from all backgrounds/organisational levels.
- ⇒ Remain calm under pressure.
- ⇒ Comfortable working independently and managing a variety of tasks and priorities.
- ⇒ Attention to detail/accuracy.
- ⇒ Team player.
- ⇒ Strong organisational skills.
- ⇒ Flexible/adaptable working style.

Training will be provided as follows:

- ⇒ First Aid at work.
- ⇒ Safeguarding Children - for Education - Level 1.
- ⇒ Prevent.

The job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Selection Process

- ⇒ After the deadline for the position has passed there will be a shortlisting meeting with the Headteacher, Head of Department/Line Manager to review the applications.
- ⇒ Qualifications, experience and suitability for the post will be considered during the shortlisting process.
- ⇒ Unsuccessful applications will be notified by email. Unsuccessful candidates can request feedback by email.
- ⇒ Successful applicants will be invited for interview by telephone or email.
- ⇒ References will be requested at this stage.

Please stipulate clearly on your application form should you wish for your references not to be checked prior to job offer.

- ⇒ A formal letter confirming the interview arrangements and plan for the day will then be emailed to candidates including details of documentation that will be required to be presented on the day.
- ⇒ One of the requirements of the day will be to complete a "Declaration of Criminal Record and other information" check.
- ⇒ If you have a DBS certificate from your current work place, you will be required to show this.
- ⇒ Candidates will be required to undergo a formal interview (including safer recruitment questions) and where appropriate a task. All information concerning the day will be provided in the formal letter.
- ⇒ A decision will be made on the day where possible.
- ⇒ Both successful and unsuccessful candidates will be notified by telephone where possible.

For all enquiries about this position please email jobs@balcarras.gloucs.sch.uk

<https://www.thebalcarrastrust.co.uk>