BILBOROUGH
SIXTH FORM COLLEGE

Appointment of Information Services Officer

OUR VISION: To become a national hub for excellence in 16-19 education.

Introduction
from David Shaw

College Principal

I'm delighted that you've expressed an interest in the position of Information Services Officer at Bilborough College, which is a full-time, temporary post within the College. This post provides an excellent opportunity for an effective and organised IT professional to join a highly successful and over-subscribed sixth form college.

You will be joining a flourishing institution with strong student outcomes, fantastic enrichment and development opportunities, and an innovative and creative teaching and learning culture. As a result of its excellent reputation, student numbers have grown steadily by over 100 in the last 3 years and the college is now looking to expand its capacity of 1850 students.

Our dedicated team of staff are committed to providing the very best learning opportunities and support for the young people we serve. All members of the college community benefit from a bright, modern and well-equipped, purpose-built college campus, located close to junction 26 of the M1 Between Nottingham and Derby.

In November 2019, Bilborough College converted to Academy status and joined the Better Futures Multi Academy Trust, a new Multi-Academy Trust, designed with sixth form colleges in mind and sponsored by Coventry University. Bilborough College joined King Edward VI College, Nuneaton, as a founding member of the Trust, followed by Gateway Sixth Form College , Leicester in April 2020. Bilborough remains a sixth form college in name, ethos and educational character and as a result retains its unique position in Nottinghamshire and Derbyshire, whilst enjoying the benefits of working as part of a larger entity and collaborating with colleagues across the multi-academy trust.

Joining a dynamic and dedicated IT team, you will provide a high-quality technical service to the College by ensuring there is an effective technician support service to staff and students. You will help maintain the College Information Services under the direction of the Information Services Manager.

We are looking for someone who:

- Has good knowledge of the support, operation and maintenance of a Windows 10 environment including Windows Server 2012 r2 and Windows Server 2019 as well as experience of working with VMware, Hyper-V and Veeam. The candidate must also have sound knowledge of Firewall configuration (Sophos XG)
- Is clear, confident and professional in their communication with other members of the team and is able to give instruction
- Has experience of supporting various operating systems and have a good understanding of processes and policies supporting good Information Services management.
- Is flexible, able to work under pressure and proactively, both independently and as part of a team.
- Is able to support the management of projects relating to the implementation of new software and/or hardware
- Can manage and oversee the IT Helpdesk using Helpdesk management software
- Is clear, confident and professional in their communication with other members of the team
- Is flexible, able to work under pressure and proactively, both independently and as part of a team.

Further details about the college and how to apply are included in this pack. Should you decide to do so, we look forward to receiving your completed application by **9am on Friday 12th July 2021**. If you would like to speak to us about the role and/or process, please contact the HR department on 0115 851 5847 or by email at hannah.reeves@bilborough.ac.uk.

"Everyone has a dream...sometimes you need a little help to achieve it...that's what Bilborough College is here for"

Olivia (Year 12)

College overview

Bilborough Sixth Form College came into being in 1975 when it converted from Bilborough Grammar School. The college continues to operate from the same location, catering solely for students aged 16-19. The college attracts students from the cities of Nottingham and Derby as well as the surrounding areas of Nottinghamshire, and south-east Derbyshire.

Having moved into its current, purpose-built campus in 2005 the college has been effective in increasing student numbers over the intervening period. There has been steady growth of around 7% in each of the last 3 years and we currently have just over 1850 funded students enrolled on 16-18 Study Programmes made up of A Levels and Level 3 Applied General Qualifications. The college's main qualification aims comprise approximately 73% A Level , 7% Applied General qualifications and the remaining 20% a combination of both.

Our most recent Ofsted report in January 2020 (rated "Good") highlights the strong emphasis we place on preparing students for their next steps and their characters. This approach is embedded in the College's broad and varied enrichment programme, presented under the 'Bilborough Xtra' brand.

Bilborough Xtra' is a distinctive feature of our offer. This provides an important element of individual study programmes, helping students to develop transferable skills and make themselves more attractive to universities and employers. It involves additional qualifications, work experience and encounters with employers / higher education as well as a host of other informal activities and learning experiences.

Ofsted commented on the programme, saying that "students benefit from a highly effective enrichment programme that broadens their experience and enables them to develop a wide range of skills and attributes that will help them to become thoughtful and productive citizens".

"*Diversity in not just people, but in the range of experiences to become involved in, makes Bilborough quite extraordinary*"

Meegan (Year 12)
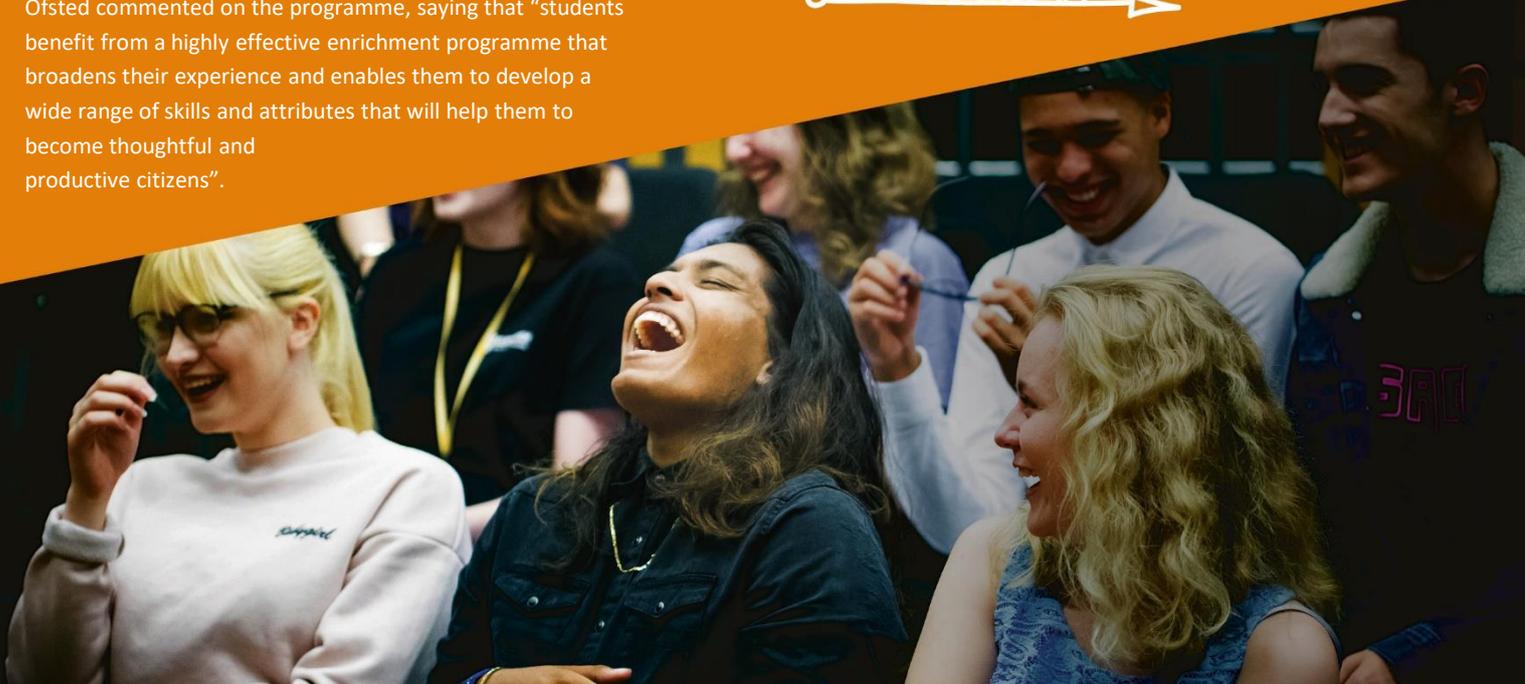
Better Futures Multi Academy Trust
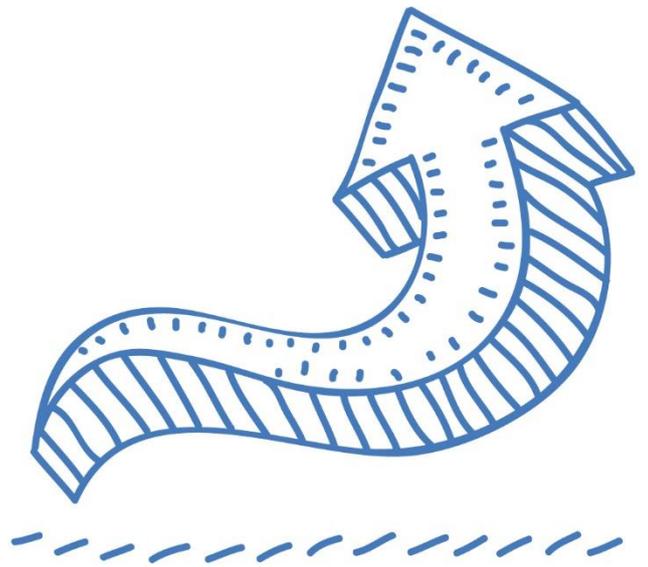
Our Mission (Why do we exist?)

To transform the futures of young people through excellence, innovation and opportunity

Our Vision (Where are we heading?)

To become a national hub for excellence in 16-19 education

For Bilborough College, joining the Trust was a natural step in our collaboration with a leading university and other Sixth Form Colleges. It also provides a unique experience for our students. The financial resilience and capacity of each college has been enhanced by joining the MAT, ensuring continuity for students and support for our strategic vision. Membership of the Trust provides fresh and innovative opportunities for our students that raise aspirations, accelerate progression and ensure even better-quality provision for all students through sharing expertise with new partners. New and high-quality staff development opportunities across the Trust help us to continue to retain talent and to attract the best staff.

The Senior Leadership Teams at each of the existing colleges within the MAT work together with the CEO, Trust Board and Local Goverrning Bodies to help shape the Trust's future vision, its policies and ways of working., whilst enhancing the unique identity of each college.

The key strategic aims of BF Mat include:
- Establishing new ways of approaching 16-19 education, leading to transformative provision for students and staff;
- Maximising the agency of students in improving the design, delivery, evaluation and leadership of our provision, for example through establishing ourselves as a national leader in developing the student voice;
- Creating and embedding an inclusive culture where all of our people can become the best they can be, to thrive, enjoy their work and better navigate the challenges of an ever-changing world.

> "Bilborough college has allowed me to aspire and achieve goals I thought were never achievable. It truly is the best college ever!!"
>
> **Abdus (Year 12)**

Bilborough College quality and performance

The college was last inspected by Ofsted In January 2020 and was confirmed as continuing to be a 'GOOD' provider in all key judgements. Inspectors judged that "leaders and managers focus well on the quality of education and place a strong emphasis on preparing students for their next steps and on developing their characters."

The College has an ambition and a clear plan of action to build on its success and deliver an outstanding student experience and outstanding student outcomes in future years.

Over 70% of our students go on to higher education - a large proportion to research-intensive universities such as the Russell Group - and the remainder into higher level apprenticeships with high status regional or national employers, employment or further training. The college places a high priority on preparing students for successful progression, supporting them to develop the necessary skills, attitudes and resilience. In terms of the impact of this on students' progression to university, UCAS data indicates that a high proportion of our applicants to higher education are successful in gaining places overall at university.

"Where else would you go for great A-levels other than Bilborough College?"

Poppy (Year 12)

In addition, the most recent HESA reports show that a high proportion of our alumni who progress to higher education leave university with first or upper second-class degrees (10% above the state sector average for schools and colleges in the most recent data). This is a particularly strong characteristic for those of the college's students who live in areas with low participation rates (11% above the national average in the most recent data).

Student outcomes 2019 and 2020

Pass Rates

- In 2019 the A Level pass rate was 98 per cent, meaning that the pass rate had been at least 98 per cent for the past 15 years.
- In 2020, the A level pass rate based on centre-assessed grades increased to 99.2%

High Grades

- In 2019 a total of 49% per cent of grades were A*-B
- In 2020, the percentage of A*-B grades increased to 56% based on centre-assessed grades.

In terms of measures of students' progress:

- Our Level 3 Value Added score for A Levels has been above average for the last 3 years

- The GCSE maths and English scores were +0.82 and +0.97 respectively

The college self-assessed as Good for 2019/20 following the Ofsted judgement in January 2020. The College's quality improvement plan identifies the steps we are taking to build on the College's success on our journey to Outstanding.

Bilborough College ethos

We are proud that in January 2020 Ofsted recognised the College as a "welcoming and inclusive place" where "learners feel safe, do not worry about bullying" and where student behaviour and conduct is "exemplary." Students "have very good attitudes to study and take pride in their achievements."

The Ofsted report highlights that students are proud of their College, enjoy attending and are enthusiastic about their experiences. Teachers have "high expectations of what students can achieve" and "students enjoy productive relationships with teachers." Teachers "create a vibrant atmosphere in lessons in which students work hard and thrive."

We attribute our success to our committed and talented staff team. At Bilborough, expert teachers, specialist personal tutors and support staff work together to provide a purposeful learning environment where students can be themselves, are treated as responsible individuals and given the support and challenge they need. We provide a relevant, broad and rich curriculum so that our students can reach their full academic and wider potential while developing the independence, resilience and awareness necessary for success as responsible global citizens. We are especially proud of our high-quality offer for enrichment and extended studies known as 'Bilborough Xtra' which Ofsted noted offers "useful additional learning opportunities that help students to become well-rounded individuals ."

We provide our staff with extensive CPD opportunities as a College and on a cross-MAT basis to encourage them to be the best they can be and support their wellbeing. As a staff team we are inclusive, open and actively engaged in our work. We encourage staff to be their whole selves at work in a positive and reflective culture where staff and students are willing to take risks and learn from their mistakes in order to keep improving.

Although we're larger than a school sixth form, help is always available for students from our dedicated Student Support Team. Each student is assigned a personal tutor to provide them with pastoral support and review their academic progress. Students also receive support from the College's Learning Support Team, Student Counsellors, Student Welfare Officer and Student Wellbeing Coaches. The College has a minimum entry requirement of 5 GCSE passes at Grade 4 and above, usually including maths and English Language. Beyond that subject entry requirements are set out to ensure that students enrol for courses on which they have the best chance of success. We also provide a very effective resit programme for the small minority of students who have not yet achieved a grade 4 or above in GCSE maths or English Language. We're large enough to have the flexibility to meet almost every sensible subject combination. This is coupled with excellent careers advice from our in-house team, helping students take the best possible route to achieve their ambitions.

"Coming to Bilborough is taking a leap of faith. And now I'm flying"

Siena (Year 12)

Our values...

Ambitious: We are committed to creating exceptional learning experiences for our students, staff and communities. We seek creative solutions to our challenges and are always striving to connect new ideas with concrete realities.

Curious: We have a love of learning and a strong desire to know more. We constantly ask questions of ourselves and others, embrace new approaches and aren't afraid to make mistakes.

Involved: We are inclusive, open and are all actively engaged to make a difference to the communities we serve. We value and celebrate our communities' diversity of thought, expertise, experience and background.

Supportive: We support each other's work and we support each other as individuals, both professionally and personally. We help each other to make decisions that improve our work and benefit our students, staff and community.

Genuine: We always tell the truth, own up when we've made mistakes and deal with the consequences of our actions. Our actions reflect the things we say and the values we believe in.

Optimistic: We view everything with a positive eye and an open mind. We strive to foster an environment of optimism, even in the toughest of situations.

Our Educational Objectives...

Our educational objectives bring together our mission, vision and values. They help us measure our progress toward achieving our vision as set out in our strategic aims and objectives and encourage the application of our values.

These objectives are to:

Providing excellent **teaching and learning experiences** creating students who are engaged, curious and achieving beyond their initial expectations.

Encouraging the **holistic development of students**, ready for the wider world and already active in making a positive contribution to that world.

Ensuring an open and **reflective culture** where all staff and students are willing to take risks and learn from their mistakes in order to keep improving.

Co-creating **a collaborative culture of continuous improvement based on feedback** that helps us thrive and move forward.

"*Here, my future is already taking shape*"

Daniel (Year 12)

College facilities

The college operates from a purpose-built, single site which incorporates the main college building, playing fields, tennis / 5-a-side courts and a sports centre. Other curriculum delivery spaces include science and technology labs, fine art and photography studios, a theatre, dance studio and rehearsal space as well as standard classrooms. There is a central library and independent study spaces plus distributed break out areas, a student support hub, refectory, cafe and shop.

"I love the relaxed nature yet hard work ethic the students and teachers have, which creates a brilliant atmosphere to socialise and learn in"

Matthew (Year 12)

College finances

The college has a financial health rating of Good with the ESFA. In-year performance is in line with the budget for the year. All members of the senior leadership team contribute to the process of financial planning and budgeting. Management accounts are produced each month and scrutinised by SLT and governors.

Governance and leadership

The college's Local Governing Body has 16 governors with a wide range of relevant professional skills and backgrounds represented. This includes two student governors, two staff governors and two parent governors.

The Local Governing Body provide excellent support and challenge to the College's Senior Leadership Team. The Former Chair of Governors is now a member of the Trust Board since the College's transfer to BF MAT in November 2019.

Along with the Principal, the Senior Leadership Team comprises:

• Director of Curriculum and Quality

• Director of Student Engagement and Progress

• Director of Student Support Services

• Director of Teaching, Learning & Assessment

• Director of Human Resources

• Director of Marketing, Information and Administration

• Director of Finance (MAT based)

• Administrative Officer for SLT/ Clerk of corporation

The College has a wider Curriculum Management Team comprising 8 Heads of Faculty, a Head of BTEC and Head of Bilborough Xtra. The team meets regularly with SLT members and acts as a vital forum for refining strategies and policies and as an engine for implementing improvement across the college. Course Leaders for each subject provide operational support and guidance to teaching staff teams.

"At Bilborough I can finally be myself"

Elissa (Year 12)

Why work with us:

Teaching in a sixth form college offers many of the benefits of both the secondary school sector and the Further Education (FE) sector. Bilborough College is an exciting, inclusive, dynamic and hugely rewarding place to work. Here are just some of the reasons why:

Post – 16

It is a particular privilege to focus specifically on the higher order skills and knowledge that make up A Levels and Level 3 Applied Generals. Debate, discussion and exploration of the specification and beyond are what makes teaching post-16 so rewarding.

Behaviour and conduct

In our 2020 OFSTED report it was noted that, "The College is a welcoming and inclusive place." "Students' behaviour and conduct are exemplary." As a post-16 provider, we put a strong emphasis on developing our students into young adults and onto the next stage of their chosen career path. We encourage them to not just study, but to contribute to College life and offer a wide range of enrichment activities, work experience and College trips. We provide a very positive environment and encourage equality and diversity. We promote high levels of respect and tolerance within in the College and deal with very rare instances of misbehaviour easily and rapidly

Our Students

Year on year, the vast majority of our students who apply to university are successful. Many of our students will be the first in their family to do so. Working with these young people means you have the opportunity to make a real and significant impact on their lives. You will be in a position to make a dynamic difference to their futures and that's what being a teacher is all is about; making a difference to young lives.

Newly Qualified Teachers (NQTs)

We believe newly qualified teachers should receive extra support in their first year of teaching and beyond. Whether you trained in Secondary Education or Further Education, we will help you to become a qualified teacher. We have a Lead Staff Coach for Teaching, Learning and Assessment who will guide you through your first year of teaching and help you achieve Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status. All NQTs will have a 10% reduction in timetable and will have opportunities to participate in regular professional development activities.

Staff Wellbeing

We place considerable emphasis on ensuring the wellbeing of our staff. As well as a team of supportive managers who work with staff to identify and implement strategies to support staff and reduce workload, the College also has a staff-led wellbeing group who devise and implement a range of activities to support wellbeing and social interactions including staff quizzes and free pilates for staff at lunchtimes. Staff also have access to 'wellbeing supervision sessions" as well as free counselling sessions with a qualified counsellor if required.

Terms & Conditions of Employment

The terms and conditions for staff are based in national terms and conditions for Support Staff working in sixth form colleges ('the Lilac Book') and agreed by the Sixth Form Colleges Association (SFCA). This includes working time and salary scales.

Salary - The salary will be on the pay structure of the SFCA Support Staff pay scale. Salary progression is considered on an annual basis.

Working Time - A full time member of staff works 37 hours a week, 8.30am-4.30pm (with a 4pm finish on a Friday) The leave entitlement for a full time member of staff is 22 days (this increases up to 28 days with continuous service) In addition to the above, staff receive paid leave for statutory bank holidays and College closure days (currently there are 8 bank holidays and 5 College closure days)

Pension - The successful candidate will be eligible to join the Local Government Pension Scheme and you will automatically become a member unless you opt not to join.

Job details

Post:	Information Services Officer – Full-time, temporary for 6 months
Grade:	Scale Point S01 on the SFCA Support Staff pay scale £28,216 - £30,103
Location:	Bilborough College, Nottingham
Responsible to:	Information Services Manager

Overall/key purpose

The role of the Information Systems (IS) Officer, Network Services is to support the Information Services Manager in the development and maintenance of all aspects of Information Systems, supporting the delivery of an excellent, responsive and resilient service through the use of appropriate technologies. The post-holder will proactively oversee the day to day operation of network services and working as part of a team will support the implementation of initiatives that underpin the Information Services strategy to provide an efficient, effective and flexible response to the needs of users. The role will include deputising for the Information Services Manager as and when required.

Main Duties and Responsibilities

Under the guidance of the Information Services Manager to monitor and maintain the College Information Systems and to support the Information Services Manager in planning, designing and implementing systems development projects that support the delivery of the college IS strategy, in response to the needs of the users but with particular responsibility for the development of network infrastructure and those services that support education, learning and teaching and enhance the student experience.

To work with the Information Services Manager to support the management and operation of College Information Systems and to support the implementation of systems developments that underpin the Information Services strategy including where necessary, providing support out of hours to ensure the smooth operation of the service and minimal disruption to users, responding appropriately to crisis situations.

To support IS Manager and the Director of Information in the management of projects relating to the implementation of new software/hardware or the enhancement/upgrade of existing software/hardware in support of the Information Services strategy, and to develop new processes as required to gain maximum benefit from software/hardware investment.

Under the direction of the Information Services Manager and working with external suppliers and consultants as appropriate, to plan and to oversee the installation of new hardware and software to deliver projects relating to the implementation of new systems to gain maximum benefit from IT investments.

To maintain links with external suppliers and other colleges to develop an understanding of technological advancements, and to share best practice in relation to systems developments making recommendations for change to the Information Services Manager.

To help and support staff in the use of management information systems and to support key college events developing bespoke information when required, and to provide appropriate training on system use in response to systems development and/or training needs.

To develop efficient data processing systems and effective digital marketing and communication processes using the Student Record System and other appropriate technologies.

To monitor and respond positively to Codes of Practice to protect and secure Information, notably in relation to the Data Protection and Freedom of Information Acts and safeguarding of students and to ensure the validity of data using processes for data control and validation checks on the data.

To attend the College's IT Strategy Group and to contribute to the strategic development of Information Services, working closely with the IS Manager and the Director of Information.

Under the direction of the Information Services Manager to maintain the College's network infrastructure, dealing efficiently and effectively with technical issues as necessary and, when required to undertake the installation, testing, maintenance and repair of all aspects of hardware and software.

Specific responsibilities – continued

To operate and maintain all aspects of the College's Network Infrastructure and telecommunications systems, dealing efficiently and effectively with technical issues as the arise advising the Information Services Manager or the Director of Information with regard to system changes or upgrades to maintain the integrity and functionality of both the network and the service infrastructure.

To monitor and oversee the IT Helpdesk using Helpdesk management software to measure achievement against agreed service levels and key performance indicators to increase efficiency and achieve targets and where appropriate, to provide technical expertise and guidance.

To oversee the day-to-day running of Moodle including liaison with the Moodle host company to ensure prompt resolution of technical issues, Moodle support for teaching staff on an ad hoc basis and trouble-shooting issues. Ensuring consistency and best practice across the VLE.

To have a full working technical knowledge of the database and websites associated with the student records system (Unit-e) to enable troubleshooting in the absence of the Information Services Manager to ensure that the system is always available to staff.

General Duties and Personal Responsibilities

All Members of staff have a responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with. As a member of support staff, the postholder will have minimal contact with students. This will most likely occur whilst moving around the college premises. The postholder will not be authorised to use physical intervention techniques unless specifically identified and authorised by the Principal under the Physical Intervention Code of Practice. Such authorisation may be on a permanent or long term basis relative to the nature of the person's job, or short term for a specific event, e.g. a college trip. The people concerned will be explicitly informed of the authorisation, to ensure they are aware of and properly understand what the authorisation entails. Training or guidance from a senior member of the teaching staff may be arranged if appropriate.

To act in accordance with provisions of the College Staff Code of Conduct.

To abide by the College Data Protection Policy.

To use information technology systems as required, in compliance with the College IT Policy.

To carry out the responsibilities of the post with due regard to all or any of the College equality and diversity policies.

To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.

a. To be responsible for own self-development on a continuous basis, including undertaking/participating in training as appropriate.

b. To be responsible for the professional review / appraisal, and training and development of staff under your line management.

To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.

To contribute to divisional, section wide and whole college activities and arrangements as appropriate and as directed by the line manager

To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

Terms and Conditions – as detailed in the contract of employment

Professional conduct

All Staff are expected:

- To work as directed to implement the Trust and College's Strategic Plan and achieve its mission.

- To attend and contribute to team and wider staff meetings.

- To accept the shared responsibility with all colleagues for management of student behaviour through collective oversight of the College during the day.

- To set targets for personal and professional development as part of the review process and to take action to complete them.

- To engage constructively with the college's 'Subject Showcase' and 'Departmental Learning Visit' activities, seeking and acting on feedback resulting from the process.

- To support the completion of the 'Student Perception Questionnaires' (SPQs), seeking and acting on feedback resulting from the process.

- To support, as required, the College's liaison work with local schools and other partners.

- To participate in regular and appropriate professional development linked to your own goals.

- To participate in parents' evenings as required. To work positively and inclusively with colleagues, students, parents / carers and other partners.

- To participate in college Open Days / Evenings as required and contribute to the production of publicity materials.

- To adhere to the college's Safeguarding Policy and related safeguarding procedures and fulfil their responsibilities as a staff member and pass on concerns to appropriate designated safeguarding leads.

- To act with due regard to the college's equality, diversity and inclusion policies.

- To act in accordance with provisions of the College Staff Code of Conduct.

- To use information technology systems as required, in compliance with the College IT Policy.

- To abide by the College's Data Protection Policy

- To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.

- To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.

- To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

Person specification - criteria	Essential/Desirable	Assessed *
Qualifications		
Level 3 Qualification	E	S
5 GCSEs including English, Mathematics or equivalent	E	S
Microsoft Certified Systems Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE)	D	S
Knowledge and Experience		
An understanding of the processes of managing complex hardware and software systems	E	SI
Experience of supporting the implementation of new or enhanced systems, including hardware and software to deliver the IT strategy	E	I
Experience of supporting the maintenance of the college network infrastructure	E	I
An understanding of data presentation techniques to meet the needs of the users	E	I
An understanding of the use of software applications in the workplace including linking software systems to produce management information	E	I
Skills and Abilities		
An understanding of and an innovative, positive approach to developments in information services and new technologies	E	SI
Excellent communication skills with the ability to maintain effective working relationships with service users	E	SI
Good organisational skills with the ability to proactively oversee the day to day operation of network services	E	SI
A commitment to high standards and the provision of outstanding levels of service	E	SI
Able to deal positively with change and work with others to identify solutions and enhancements to services	E	I
Willing to work flexibly to support the demands of the information services team's workload	E	I
An understanding of network and server infrastructures and operating systems	E	I
An understanding of processes to ensure and implement requirements of IT security	E	I
A willingness to develop skills in Microsoft SQL Server Reporting Services	E	SI

Person specification – criteria continued…	Essential/Desirable	Assessed *
A strong practical commitment to ensuring the promotion of equality, diversity and inclusion in all aspects of college and trust activity	E	SI
A strong understanding of and commitment to the principles and practices of Safeguarding and the Prevent duty	E	SI
Personal Attributes		
Excellent interpersonal skills with the ability to work effectively in a team and a commitment to collaborative working	E	I
An enthusiastic with a deep commitment to excellence	E	I
Aware of own strengths and areas for development with the passion for CPD	E	I
Excellent organisational skills with the ability to plan and deliver work within Service Level Agreements	E	I
A positive approach to change and resilient, determined and optimistic in the face of difficulties and challenge	E	I
Ambitious for the College and committed to the values of the College and the Trust	E	I

*Assessed at S – Shortlisting Stage; I - interview Stage, SI = Shortlisting and Interview
** NQTs are welcome to apply

How to apply

Further information

Any initial enquiries about the post or the appointment process should be directed to the HR department on 0115 851 5847 or by email at Hannah.reeves@bilborough.ac.uk. We can arrange for you to have a discussion about the job role or the College if you have any queries before submitting your application.

Applying

To apply for this role please follow visit the College's TES recruitment portal: https://www.tes.com/schools/employers/1053050/current-jobs. This link can also be accessed through the 'job vacancies' section of the College's website www.bilborough.ac.uk.

You will need to complete an on-line application form and submit a supporting statement in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details of how you meet all aspects of the person specification marked with an **'S'** and **'SI.'** CVs will only be accepted alongside a completed application form

To request an application form in an alternative format, please contact Abii Banjoko, HR Assistant on 0115 851 5847 or by email abii.banjoko@bilborough.ac.uk.

Safeguarding Children and Young People

Bilborough College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff appointments are subject to the following pre-employment checks:

- Identity checks

- Right to work in the UK

- Previous employment history and exploring gaps in Employment

- Verification of relevant work qualifications

- Medical checks

- References

- ISA Children's List and DBS check (including oversees 'Certificate of Good Conduct' as appropriate).

Closing Date for Applications:
9.00 am on Friday 12th July 2021

Interviews to be held:
Week commencing 19th July 2021

BILBOROUGH
SIXTH FORM COLLEGE

Hannah.reeves@Bilborough.ac.uk
Tel: 0115 851 5861

www.bilborough.ac.uk

College Way, Nottingham NG8 4DQ
(Map and directions on our website)