

**Nicola Davies** – Executive Headteacher  
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**Sutton Road Primary  
School and Nursery**

Mansfield  
Nottinghamshire  
NG18 5SF

Dear Applicant,

**Re: Office Team Leader at Sutton Road Primary School.**

Many thanks for your interest in the advertised posts. Please find attached the following documents:

- Application Form
- Job Description
- Person Specification
- School Information Sheet

Closing date for applications is **Thursday 9<sup>th</sup> June 2022 at 12.00pm midday** and applications must be returned to Sutton Road Primary School via email to [srrecruitment@suttonroad.org](mailto:srrecruitment@suttonroad.org)

Interviews will take place on Thursday 16<sup>th</sup> June.

If you are successful in gaining an interview a signed copy of your application must be forwarded to us.

We very much look forward to hearing from you soon.

Yours sincerely

*Nicola Davies*

Nicola Davies  
**Executive Head Teacher**

## SCHOOL INFORMATION SHEET FOR SUTTON ROAD PRIMARY OFFICE TEAM LEADER APPLICANTS

**Sutton Road Primary School** (in Collaboration with)  
**School Moor Lane**  
**MANSFIELD**  
**Nottinghamshire**  
**NG18 5SF**

Holgate Primary  
 High Leys Road  
 HUCKNALL  
 Nottinghamshire  
 NG15 6EZ

Dear Applicant,

I have included this to give you some information about the context of Sutton Road Primary School and Nursery which I hope will help you in your consideration of this post.

Sutton Road Primary School was initially built in 1913. It is a large site and comprises of 4 buildings which house pupils across Nursery and the Primary age range. The buildings have 2 halls, 3 offices, 3 staffrooms and various resource areas in addition to the 17 classrooms.

The 40 place Nursery is joined to the rest of the Early Years Unit in a single storey building and up to 80 pupils attend either a morning or afternoon sessions of 3 hours a day or a full-time place of 30 hours per week.

The school enjoys extensive grass and hard play areas. Up until the Mansfield Re-organisation of schools the Sutton Road Building and the Moor Lane Building were 2 separate schools sharing the same site. Since becoming a Primary School in 2001 considerable improvements have been made to the school. In 2013 two additional KS2 Classrooms were added due to our increasing numbers on roll and the creation of a newly built F2 EYFS unit has greatly enhanced the high-quality provision we offer to our children.

Due to subsequent further expansion to accommodate growing demand for places, in September 2016 we added to our existing 2 classes in F2, with another classroom. Then in July 2017 an additional 2 storey brand new building was added to our site, as we became a 3-form entry primary school.

Also annexed to the school is The Retrace Centre which was initially built to support the local community. It enables parents and the local community to have space to receive some vocational and non-vocational training during the school day and also some evenings. A number of these are run in partnership with local Further Education providers for adult learning. In the Centre we also have a very successful After School Club and Breakfast Club and, dependant on demand, a Holiday Club which is run independently, but in close partnership with the school.

Sutton Road Primary School belongs to The Brunts Family of schools and relationships within our Family of Schools are excellent with lots of opportunities for joint activities.

I was appointed as the Head Teacher of Sutton Road Primary School in 2001. During my time here there has been significant change in the internal and external look of the school.

Since the school came out of Special Measures back in 2010, we have continued to strive for 'Good' and better since this time and our efforts were recognised in an inspection in May 2012 when we achieved a 'Good' outcome. Through our sustained determination we successfully maintained our status during our more recent inspections in November 2015 and in March 2019. Whilst we remain in a very positive position, we are in no way complacent and are determined to keep driving hard still to embed further our effective progress and further refine and improve all we do.

The Local Authority has worked hand in hand with us since the time we were in an Ofsted category and they too are extremely positive about our success. It is an accolade to staff at Sutton Road Primary and Nursery that we have been regularly used by the Local Authority as examples of excellent practice to support aspects of other schools in the area including have been also brokered into a number of formal partnerships with other schools in supporting them securing improvements in their provision.



Due to the success of some of this previous partnership working, in September 2014 an exciting longer-term commitment between Sutton Road Primary School and the new Holgate Primary School in Hucknall, was brokered into a formal collaboration by both Governing Bodies and the Local Authority.

The two schools are geographically 9 miles (20-minute drive) apart and serve very similar catchments. Due to this we have now become securely linked to ensure support at all levels is provided, as and where it is needed, to secure improvements and benefit both schools' future growth.

Not only does this provide a fantastic opportunity to quality assure all we do together, but it also supports workload and more efficient use of staff expertise than would be possible in one single school, working in isolation.

The Governing Body of Sutton Road Primary School and myself are keen to attract high quality candidates to take up this vacancy which offers challenge, excitement and a unique opportunity.

The successful candidate will become a valuable member of our forward thinking and supportive team in supporting me as the Executive Head Teacher in ensuring Sutton Road Primary continues to provide a positive and aspirational future for staff and children who are part of the school.

The post would be based at Sutton Road Primary working alongside the Head of School, Emma Severn. This will be further strengthened by involvement from team members from both schools to draw upon and build further the capacity and strengths for all staff within this special collaboration. As a result, the successful post holder can be secure in the knowledge that they will obtain a wealth of experience as well as gaining a great deal of peer support.

With this firmly at the forefront of improving standards, the Governors and I expect all staff to ensure they help develop and support a school ethos of all being fully pro-active and responsible for bringing the best in our children out through outstanding practice and provision.

We are offering an opportunity for an Office Team Leader within our team at Sutton Road Primary School and Nursery. We are looking for someone who can give totally the same determination and commitment to the school that myself, the staff, the Governors and our children share and someone who is able to uphold and embed the very high expectations we strive for within all our colleagues in our schools.

We offer a supportive, friendly and collaborative staff to work alongside, well-resourced and well-maintained accommodation to work in and some very special and wonderful children who I personally feel very privileged to work for and would not swap for the world!

If you have any questions or would like to visit the school before the closing date, please do not hesitate to contact Sutton Road Primary school (01623 455920) or email [srrcruitment@suttonroad.org](mailto:srrcruitment@suttonroad.org) Thank you for your interest.

*Nicola Davies*

**Executive Head Teacher**

