



Blackfen School for Girls

Raising aspirations - releasing potential

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14th June 2019

Dear Year 11 Student,

Year 11 Display Assistant – Temporary, Part-time

I am writing to you regarding the offer of part-time work in Blackfen School as a Display Assistant. This is a temporary role with a start date of 24th June 2019. It will finish on 5th July 2019. This post is part-time (4 hours per day) and the hourly rate of pay is **£4.50**.

The role of Display Assistant is a unique opportunity that is offered to a small group of Year 11 students after the completion of their examinations. You have been nominated for the role because your creative flair has been demonstrated in Art or Photography lessons and your commitment to the school is evident in your attendance record and achievement of reward points.

The responsibility of Display Assistants involves designing and creating the most important displays in the public corridors of the school. These displays construct the first impressions of the school and, as such, they need to capture the school's values and ethos, as well as student talent, in original and imaginative presentations of the highest standard. They are viewed by hundreds of visitors on Open Days; by a range of staff from other schools; by parents and carers; by personnel from external agencies – and by more than a thousand students on a daily basis! They also form an essential part of learning by reinforcing Growth Mindset attitudes, subject vocabulary and key learning points.

In conclusion, the role of Display Assistant is challenging, yet totally rewarding because each Display Assistant leaves her own legacy, on public view, to inspire and encourage every young and adult person in the school. You will be joining a highly regarded team: year after year, Display Assistants have generated unique presentations which have been admired by us all and I am looking forward, very much, to seeing the results produced by the Summer 2019 team. If selected, you will attend a training session and then work in a mini team of 2 or 3 students, attached to a specific Faculty. The Faculty staff will direct you on the displays to be produced and will discuss your design ideas to ensure that they work effectively in the subject area.

The criteria to be met in order to work as an effective Display Assistant are as follows:

- Creative and imaginative ability to translate ideas into powerful visual images
- Impressive design skills and high standards of presentation
- Experience of applying Growth Mindset 'PRIDE' qualities to teamwork and tasks
- Ability to meet deadlines reliably and consistently



- Self-discipline to work unsupervised around the school
- A strong sense of humour and enthusiasm to make the experience memorable and enjoyable for your team and the adults with whom you work

If you believe you can fulfil these criteria, then you are invited to write a short letter (the length of about 1 side of A4 paper) explaining your interest in taking up the role of a Display Assistant and your relevant experience. Your letter should be addressed to Miss Minnis, placed in a sealed envelope and taken to the school's main Reception desk by the deadline of 12 noon on Tuesday 18th June 2019. If selected, you must be available for training on Thursday 20th June 2019, from 8.30am – 10.30am, when you will receive guidance on producing display work, as well as information about arrangements for payment. **Regrettably, we are unable to offer the post of Display Assistant to any student who does not attend the training session on Thursday 20th June or who cannot work the full period of time from 24th June to 5th July, 2019.**

Please note: The school reserves the right to dismiss a student from the Display Assistant team, without payment, should she fail to work in the manner expected of this role and as outlined in the criteria listed or if she does not complete the full period of time in this role.

I would thoroughly enjoy working alongside you in the role of Display Assistant. Please reflect carefully on the contents of this letter and see me, as soon as possible, should you have further queries. The closing date for application for the role of Display Assistant, by letter of interest, is **12 noon on Tuesday 18th June 2019**. You will be informed via email, after this date, if your application has been successful.

I look forward to hearing from you, very soon.

Yours sincerely,



Miss F Minnis
Deputy Headteacher