

SOUTHEND HIGH SCHOOL FOR BOYS



RECRUITMENT
INFORMATION PACK



Message from Dr Robin Bevan, Headteacher

Since September 2007, I have been delighted to serve as Headteacher at Southend High School for Boys. Every day is rewarding. I enjoy being a part of this school and helping to shape our future. Please look at our website – it will help give you a sense of our values, offers an insight into the vibrant activity that fills each week.

At Southend High School for Boys, talent is nurtured and learning is valued. Challenge is welcomed, participation is expected and achievement is prized. Pupils are happy, and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school, and stay in contact for many years.

Our school preserves values and traditions from the past, and prepares pupils through a contemporary curriculum for the world of tomorrow.

"Contemporary traditions: one with future and with past"



Information about the school

Southend High School for Boys is an '*Outstanding*' school (Ofsted 2015), rated as outstanding against every one of the inspection criteria. It is one of four selective schools within the Borough of Southend. The main school, years 7 to 11, is single sex boys whilst the large sixth form is coeducational. It is situated thirty miles from London on the Thames Estuary and is close to main road and rail links from London, and to Chelmsford and Cambridge.

Southend High School for Boys has '*an ethos of excellence in both academic achievement and a wide range of activities [that] permeates all aspects of the school*' (Ofsted 2015) At Southend High School for Boys, talent is nurtured. Learning is valued. Challenge is welcomed, participation is expected and achievement is prized. Southend High School for Boys is not only a lively and stimulating institution, but also a welcoming community with an open and friendly approach. Thank you for taking an interest in our school.

In April 2006 we became a Leading Edge school. This accolade gave recognition to our programmes for improving learning and for encouraging innovation. Our philosophy is to share good practice, encourage creativity and nurture innovation so our pupils benefit from a stimulating learning experience and our staff benefit from collaboration and professional development with like-minded enthusiastic individuals. The school is strongly committed to supporting staff in their educational research and gives time allowances and subsidies for this. Over a third of our staff has achieved higher degrees during their time with us. We regularly support other colleagues in other schools and have a wide ranging professional development programme.

We were the first secondary school in the Eastern counties to receive the Challenge Award and the 22nd school nationally. Assessors in the report commented: '*Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life*'. We are also pleased to be in receipt of the Sportsmark Award which recognises the excellent provision and opportunities given to our sportsmen. We are proud of the fact that our most able athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won 20 national titles in the last 10 years. Likewise our staff is also committed to healthy living; having designed well-being programmes for staff and organised social events such as cooking classes and relaxation sessions.

At the turn of the century, Southend High School for Boys was designated as a specialist Language College. As such the school has been recognised as a centre of excellence for the teaching and learning of modern foreign languages, both with respect to our own pupils and to the wider community. More recently we received the Leading Aspect Award in recognition of the foreign language work we have undertaken with local primary schools. We are in receipt of the full International Award.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its music, science and drama. All pupils and staff are encouraged to get involved and to follow their interests and share their passions with others; hence, we have activities ranging from the debating society to Warhammer! In the science department there is a thriving Science Society which has well over a hundred members.

The pupils on roll benefit from modern and specialist facilities. In September 2005, our new Sports & Music Centre was opened, which comprises a 5-court sports hall, a recording studio and music practice rooms and in July 2007 we completed building our new Drama Studio. Members of staff are encouraged to use the facilities and as such a number use the gym. In science we have extended a number of laboratories to cater for the increased numbers of students who have opted to follow science courses in the sixth form. Further investment has been made in ICT resources with an upgrade of three computer suites as well as all classrooms having interactive whiteboards and/or projectors. A new dedicated Maths building was completed in 2011. The main school's admission number each year is 180, split into six forms of 30. The present teaching staffing complement is 62 full-time equivalent, with 49 support staff (full and part-time), who support teaching and learning in various capacities. Currently the school operates with 50 one hour periods per fortnight, the school day running from 08.30am -3.30pm.



June 2018

Dear Applicant

Post: KS5 Administrator

Thank you very much for viewing this recruitment information pack. The school and the governing body are committed to providing a high quality service so that every child fulfils his or her potential. We recognise that this can only be achieved through the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The governing body is committed to equal opportunities and our aim is to ensure that all applicants receive clear and useful information about the post and our school. We hope, therefore, that the following information is of help to you in deciding whether to apply for this post.

If you are unclear about any aspect of the application procedure, please do not contact Ms Amanda Lane, HR Manager, on 01702 606208 (or email amanda.lane@shsb.org.uk)

Application for this role is via application form only (lone CV's are not accepted and will not be considered). The Southend High School for Boys application form is located on the school website www.shsb.org.uk and is available in various formats for ease of use. Application forms via Essex Schools Jobs and TES will also be accepted.

Please return all completed forms by midday on Friday 15th June 2018.

Any response will be by email; therefore please include your contact email address together with an email address for referees where possible.

Please note that we will not be writing to those applicants who are not shortlisted. If you do not hear from me within four weeks of the closing date you should assume that, on this occasion, your application has been unsuccessful.

We wish you all the best with your application.

Yours sincerely

Robin M Bevan
Headteacher

'This is an outstanding school' (Ofsted)

SOUTHEND HIGH SCHOOL FOR BOYS

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01702 606200
Fax: 01702 606257

E-mail: Amanda.lane@shsb.org.uk



Key Stage 5 (Sixth Form) Administrator

**Required as soon as possible
37 hours per week – full time
Band 3 (Points 17 – 21) - £18,672 starting salary**

We are looking to appoint a confident and positive person to provide efficient and confidential administrative support to Key Stage 5 Year Leaders and Director of Key Stage.

Flexible, self-motivated and able to work on own initiative, you will need the ability to work to deadlines and remain calm under pressure.

Excellent IT skills and good interpersonal skills are a must, as is a good sense of humour! Previous experience within a school would be an advantage.

A full job description and personal specification, together with an application form, are available from our website: www.shsb.org.uk.

Closing date: **Midday – Friday 15th June 2018**



KS5 (Sixth Form) Administrator Job Description

Southend High School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

Responsible to: Office Manager

Salary: Band 3 to midpoint (points 17-21)

Function: To provide efficient and confidential administrative support to the Head of Sixth Form, Leader of Year 12 and Leader of Year 13

Main duties and responsibilities:

- Administration of the Sixth Form Office.
- Dealing with all queries relevant to the Sixth Form area, including:
 - telephone enquiries;
 - contact with parents on routine and confidential matters;
 - distributing information to staff and students.
- Administrative support to the Sixth Form pastoral team, including:
 - correspondence;
 - Sixth Form events diary;
 - filing and clerical maintenance;
 - Administration of Sixth Form certificates (GCSE and AS);
- Administration of the new Year 12 admissions process (external candidates).
- Administration of the Year 12 Induction programme in consultation with the Leader of Year 12 and Head of Sixth Form.
- Manage the production of the Sixth Form prospectus/handbook in consultation with the Head of Sixth Form.
- Organisation of Year 12 and Year 13 parents evenings.
- Organisation of Year 13 last day, including:
 - Photograph;
 - Buffet.
- Administration of the Sixth Form Bursary.
- Assistance in the organisation of the prospective Sixth Form open evenings.
- Administration of Sixth Form lockers.
- Administration of Sixth Form Enrichment activities and Health & Wellbeing programme.
- Administration of the Sixth Form mentoring programme.
- Supervising and monitoring attendance at 9th Period.
- Monitoring of lates and absences in the Sixth Form.
- Administration of Sixth Form events, including Year 12 parents briefing.
- Assistance in managing the AS/A2/GCSE results days – administration and follow-up.
- Liaison with Careers Co-ordinator in respect of contact with students by Connexions.
- Provision of first aid or care of pupils in the First Aid room as required.
- Provision of support to other members of the Office Admin team as required.

- Cover in Main Office during holiday periods, as required.
- Liaison with school staff and others outside the school, e.g. parents, OSA, governors, members of the LA and the local community.
- General administrative support within the Sixth Form.

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in its commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

June 2018

PERSON SPECIFICATION

General	Detail	Requirements
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> • Experience of office administration is essential • Experience of previously working in a school environment is desirable • Educated to A Level or equivalent
	Literacy and Numeracy	<ul style="list-style-type: none"> • Excellent reading and writing skills • Ability to count and undertake calculations
	Technology	<ul style="list-style-type: none"> • Ability to use a photocopier • Ability to use MS Office products
Communication	Written	<ul style="list-style-type: none"> • Ability to complete forms, write routine letters
	Verbal	<ul style="list-style-type: none"> • Ability to exchange verbal information clearly and sensitively with both children and adults
	Languages	<ul style="list-style-type: none"> • Ability to overcome communication barriers with both children and adults
	Negotiating	<ul style="list-style-type: none"> • Ability to consult with colleagues
Working with others	Working with partners	<ul style="list-style-type: none"> • Understand the role of others working in and with the school
	Relationships	<ul style="list-style-type: none"> • Ability to establish rapport, respectful and trusting relationships with children, their families and carers and other adults
	Team work	<ul style="list-style-type: none"> • Ability to work effectively with other adults in the school • Ability to work on own
	Information	<ul style="list-style-type: none"> • Ability to provide timely and accurate information
Responsibilities	Organisational skills	<ul style="list-style-type: none"> • Good organisational skills • Ability to work accurately with attention to detail
	Time Management	<ul style="list-style-type: none"> • Ability to manage own time effectively
	Creativity	<ul style="list-style-type: none"> • Ability to follow instructions
General	Equalities	<ul style="list-style-type: none"> • Demonstrate a commitment to equality
	Health & Safety	<ul style="list-style-type: none"> • Basic understanding of Health & Safety
	Child Protection	<ul style="list-style-type: none"> • Understand and implement child protection procedures
	Confidentiality/Data Protection	<ul style="list-style-type: none"> • Understand procedures and legislation relating to confidentiality
	CPD	<ul style="list-style-type: none"> • Demonstrate a clear commitment to develop and learn in the role • Ability to effectively evaluate own performance • To undertake any training commensurate with the post • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.