



Embracing Challenge

Burnham Grammar School

"Pupils are confident and proud of their school and are keen and resilient learners." (Ofsted March 2017)

Headteacher's PA/Office Manager

Bucks Scale 6 £28,216 - £31,079 FTE (Pro Rata)

37 hours per week

Permanent, Term Time plus 3 Weeks

**Required for
April 2018**

**11-18 Mixed Grammar School
NOR 1075
(6th Form 290)**

"The learning atmosphere is very positive and pupils are confident, self-motivated, keen to learn and not afraid to make mistakes. They exemplify the school's motto of 'embracing challenge' " (Ofsted March 2017)

A Converter Academy

**2017 A Level:
84% A*-C grades
62% A*-B grades**

**2017 GCSE:
100% 5 A*- C or 9-4 grades
54% A*/A or 9-7 grades**

2 out of 3 students achieved 5 or more A*/A (9-7) at GCSE over the last 4 years

We are offering you:

- Enthusiastic, motivated and intelligent students
- A socially and culturally diverse school community
- An enthusiastic and friendly staff team
- Gold IIP Award 2015 & 2018 & IIP Champion status reflects a commitment to personalised CPD whose excellence is nationally recognised

We want from you:

- Excellent interpersonal skills with the ability to manage challenging issues with staff, parents and students
- Excellent planning and organisational skills to include time management
- Able to work as part of and lead a team but also confident in working individually without close supervision demonstrating initiative and proactivity
- Ensuring confidentiality and discretion in all communication with the school community and other stakeholders
- Experience in using or managing SIMS, or a similar database, would be advantageous
- Is passionate about supporting and raising the aspirations of our students

"The personal and social aspect of the curriculum is particularly strong and helps pupils to stay safe, prepare for examinations and to become responsible citizens of the future" (Ofsted March 2017)

Closing date for applications: 10 am on Monday 26 February 2018

Interviews: Thursday 8 March 2018

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to Mrs A Pankhania by email or post. Please note we do not accept CVs.

E-mail: vacancies@burnhamgrammar.org.uk

Website: www.burnhamgrammar.org.uk

Post to: **Burnham Grammar School,
Hogfair Lane, Burnham, Bucks. SL1 7HG**



We are just west of London, near Windsor and Maidenhead and convenient to the M40, M4 & M25.

Burnham railway station is a short walk from the school.

Headteacher: Dr A Gillespie

Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.