

BURNHAM GRAMMAR SCHOOL

EMBRACING CHALLENGE



**Trips and Careers Programme
Co-ordinator**

JOB APPLICATION PACK

CONTENTS



This application pack includes:

- Headteacher's Letter to applicants
- Job Advert
- Job Description
- Person Specification

How to apply:

Please send your completed application form to:

Mrs Anjna Pankhania

Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to vacancies@burnhamgrammar.org.uk

Please note we do not accept CVs

Closing Date: 10am on Tuesday 23rd April 2019

Interview Date: Friday 26th April 2019

It is the normal practice for references to be obtained before any formal interview.

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
We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

Thank you for the interest you have shown in this vacancy

HEADTEACHER'S LETTER

April 2019

Dear Applicant

Trips and Careers Programme Co-ordinator

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for the post.

In June 2017 Burnham Grammar School created a multi-academy trust called the Beeches Learning and Development Trust in which it is the lead school and currently comprises Burnham Grammar school and Dorney School, a primary which is sponsored by the trust.

Members of staff, students and parents at Burnham Grammar School believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a real joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. We have continued to build upon this community atmosphere, which was noted by Ofsted in March 2017:

“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’ ”

The staff is a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that “The headteacher’s commitment to involving staff at all levels in the school’s development is nurturing a loyal and dedicated staff.” Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help career progression through personalised and targeted professional development. The involvement of the staff in the running of the school and in the development of key policies, and also our efforts to support a work-life balance, have most recently been reflected in us retaining the prestigious Investors in People Gold Award. We hope that the successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

HEADTEACHER'S LETTER

You will see from our last Ofsted inspection of February 2017 that we were judged at the time to be a good school ([Ofsted Inspection February 2017](#)). Whilst our community was pleased that Ofsted recognised the improvements that we had made in all areas in the previous five years, they were also unanimously resolute in continuing on the journey of improvement. Since this time the standard of teaching and learning has improved even further with over 50% of observations being judged as outstanding. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice. This has increased the quality of learning, which is also reflected in our results with a 12% increase in A*/A grades at GCSE between 2013 and 2018. We are now entering an exciting stage in the school's development with a unwavering determination to be rightfully recognised as an outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student day in day out, both inside and outside of the classroom.

In addition, we are about to embark on a £20million rebuilding programme through a combination of Conditions Improvement Fund and Priority Schools Building Programme 2 grants which will transform facilities over the next two years.

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to go beyond outstanding. Candidates for this post will already be outstanding practitioners or possess the qualities and desire to become outstanding. We are able to offer personally tailored CPD and development that is nationally recognised as exceptional and was highlighted in the Investors in People Gold award report of November 2017

[Investors in People Report](#)

We are, of course, proud of our examination results but students' education at Burnham Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a number of national awards such as the Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award. We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school, and encourage them to add to our students' experiences.

HEADTEACHER'S LETTER

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are exceptional. We provide the support and reassurance for our students to strive to be their very best. Our school aims are summarised by the overarching statement:

“Embracing Challenge”

Our students are constantly challenged and supported to learn from their mistakes to ensure that they fulfil their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

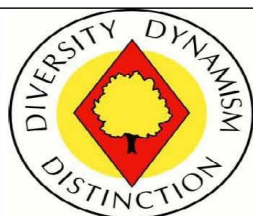
I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

Yours sincerely



Dr A Gillespie
Headteacher

JOB ADVERT



Embracing Challenge

Burnham Grammar School

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

Trips and Careers Programme Co-ordinator

Bucks Scale 3 £21,379 - £23,108 pa FTE (Pro Rata)
Permanent, Term Time + 2 weeks
37 hours per week

Required for
May 2019 or sooner

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)

Lead school in small MAT

2018 A Level:
84% A*-C grades
62% A*-B grades

2018 GCSE:
99% 9 to 4
54% 9/7 grades

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

We are offering you:

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- A cohesive and supportive school
- An enthusiastic and friendly department
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD
- A commitment to trips and education in context

We want from you:

- The ability to work independently and demonstrate initiative
- Proactive and the ability to work to deadlines
- An effective communicator to ensure others meet your deadlines
- An effective team worker
- Good attention to detail & accuracy
- Good numeracy and literacy skills
- Child protection and safe working practices awareness

"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: 10am on Tuesday 23rd April 2019

Interviews: Friday 26th April 2019

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



Just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25. Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

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

JOB DESCRIPTION

Burnham Grammar School

JOB TITLE: Trips and Careers Programme Co-ordinator

LOCATION: Burnham Grammar School

GRADE: Bucks Scale: 3

37 hours, 39 weeks per year + 2 weeks

DEPARTMENT: Administration

REPORTS TO: Assistant Headteacher and Finance Director

MAIN PURPOSE OF JOB:

1. To provide an efficient and effective administrative support service within the school, specifically to administer all aspects of the job relating to Trips.
 2. To provide an efficient and effective administrative support service within the school, specifically to administer the work experience programme for students.
-

DUTIES AND RESPONSIBILITIES:

Trips

1. To carry out key administrative aspects of trip planning: letters, co-ordinate transport options (e.g. coaches), insurance, emergency procedures, contact numbers & SLT on-call rota, parental and student enquiries and medical and dietary information. Including managing the Evolve system.
2. Communicate with teachers to create a meaningful Planning & Costing Sheet for each trip to be supplied to Head and Finance Director for approval.
3. Collate information (including passenger lists) and apply for collective passports where needed along with necessary visa/ visa waiver information.
4. Accurate records to be kept for monies and other essential items such as EHIC cards and passports.
5. The administration of electronic payments on ParentPay for all trips.
6. Process the annual Student/Medical Consent Form and returns. Update SIMS as directed.
7. To issue trip leaders with an emergency pack to include consent forms, emergency procedures, first aid kit, mobile telephone and any other relevant information to aid a successful visit.
8. To assist in the processing of all purchase orders and invoices for payments relating to trips. To raise cheque payment to suppliers.

JOB DESCRIPTION

9. To occasionally escort and supervise students on educational visits and out of school activities.
10. To update or edit sections of the school website relating to Trips, as directed.

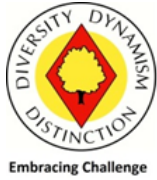
Careers and Work Related Learning

11. Manage and co-ordinate all aspects of the KS4 work experience programme through liaison with the school's third party providers.
12. Proactively communicate with parents about their queries concerning the work experience programme, appropriately passing queries above agreed thresholds to the SLT Careers lead.
13. To work with the member of the SLT overseeing the 6th Form / to provide and publicise work placements for KS5 students as required and obtain any required risk assessments.

General

14. To assist the Assistant Headteacher in reviewing, modifying and implementing systems as and when required.
15. To ensure confidentiality at all times adhering to the Data Protection Act/GDPR.
16. To carry out any broadly similar duties as may be required from time to time.
17. To process and maintain student records, both manual and computerised, in line with school procedures.
18. To have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concerns to the attention of the Finance and School Manager.
19. To occasionally escort and supervise students on educational visits and out of school activities.
20. To write a procedures document for this post.
21. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.

PERSON SPECIFICATION



BURNHAM GRAMMAR SCHOOL Trips and Careers Programme Coordinator

Qualifications and knowledge	Essential	Desirable
General secretarial/administrative	✓	
An understanding of policies relating to health & safety		✓
Child protection and safeguarding practices.	✓	
Ability to travel to other sites	✓	
Educated to GCSE level with Maths and English at Grades A*-C, level 4 to 9 or equivalent	✓	
Good numeracy and literacy skills.	✓	
Knowledge or relevant policies/codes of practice and awareness of relevant legislation.		✓
Skills and abilities	Essential	Desirable
Ability to work independently demonstrating initiative and proactivity	✓	
Ability to contribute to whole school review of all systems relevant to this role		✓
Ability to develop and maintain efficient and accurate record keeping systems.	✓	
Ability to identify work priorities and manage own and others workload to meet deadlines whilst ensuring that lower priority work is kept up to date.	✓	
Communicate effectively and with complete clarity with staff, students and parents	✓	

PERSON SPECIFICATION

Excellent interpersonal skills, including the ability to manage challenging issues with staff, parents and students where it may not be possible to meet their requests		✓
Effectively work and communicate with people at different levels, both within and outside the organisation.	✓	
Excellent planning and organisational skills to include time management in the short, medium and long term.	✓	
Ability to plan and co-ordinate large scale and whole school events, e.g. trip launch and work experience evenings	✓	
Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing.	✓	
Methodical with a good attention to detail.	✓	
Ability to demonstrate basic keyboard skills for accurate computer input and retrieval	✓	
Ability to manage confidential and sensitive information	✓	
Experience	Essential	Desirable
Experience of, or willingness to learn, a range of computer applications including SIMs and standard Microsoft and Googledocs packages	✓	
Experience of financial procedures including budget monitoring,		✓
Personal Qualities	Essential	Desirable
Motivation to undertake further professional training as appropriate.		✓
Able to work as part of a team but also confident in working individually without close supervision	✓	
Flexibility to adapt to change whilst maintaining predefined	✓	
The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.		

Please find below the link to our vacancies page on our website where you can download our application form for completion.

<http://www.burnhamgrammar.org.uk/231/vacancies>

[Investors in People Report](#)

We are proud of our development of our staff



Gold Employer of the Year 2015 - Finalist

South of England Champion 2015

Only 3% of schools hold the Investors In
People Gold award.

