



JOHN HAMPDEN  
GRAMMAR SCHOOL

**Candidate Information Pack:**  
**Pastoral Administration Assistant**  
Required from September 2019

**Quit Ye Like Men**

Ethos, Excellence and Excitement

## Welcome from the Headteacher

Thank you for your interest in applying to join John Hampden Grammar School (JHGS). As a leading boys grammar school in High Wycombe we are proud of the achievements of each and every one of our students. The school's mission is summed up in three simple but powerful words; Excellence, Ethos and Excitement. We are committed to being the best in everything we do for the students, for each other and for our local community. Our ethos is widely recognised as a unique feature of the school and is something that is evident from the minute you enter the school. Traditional values of respect, courtesy, consideration and honesty are visible everywhere. The boys will address you as Ma'am or Sir and, in turn, we treat all our students as gentlemen. The students' pride in their school and the JHGS community ensures that they look after it and they look out for each other. JHGS is an exciting community; the high standards of behaviour enable teachers to facilitate lessons full of active, deep learning. We are forward thinking and innovative in our teaching and use Google classroom to enable boys to access all our lesson material, access and submit homework and to undertake further study.

Sport is an integral feature of JHGS and we are proud to be ranked the 16th best state school for sport; boys have Games afternoons one day a week, there is an extensive Sports Club programme which runs after school and we compete in many sporting competitions at local, county, national and international level. The arts are also enjoyed by many students who can have music lessons in school, perform in the school concerts or star in our annual, West End standard, school productions. One in ten of the students' body performed in the recent Spring concert which featured a jazz band, African drummers and a 55 piece orchestra. We run a comprehensive programme of school visits; most recently expeditions to Sweden and Romania; annual Language trips to Europe and the History department leads the annual visit to the WW1 Battlefields. The PE department led the hockey tour to India in summer 2018.

Whilst committed to providing an all-round education we are rightly proud of the academic successes of our young men. We are graded outstanding by Ofsted. In summer our GCSE results gave us an A8 of 68.1 and a P8 of 0.3. At A level our 3 year average A\* is 9.3%, A\*-A 37.8% and A\*-B 64%. We have a positive ALIS VA and are graded ALPS 3. The vast majority of students continue their studies at the best Universities or on L3 apprenticeships. We are committed to improving attainment and achievement further.

When you join JHGS you are joining an aspirational and caring community. Our ambition to be the best is accompanied by a strong belief that our achievements should be used, not for personal gain, but to benefit the wider community. A successful SSEF bid will bring over £3m to invest in new buildings and to develop a comprehensive outreach programme to raise attainment and achievement in Wycombe. From September 2019 we expand to six forms of entry in year 7 to cater for the rising demand for places at JHGS.

This information pack provides you with an overview of JHGS and I would encourage you to look at the website for more information [www.jhgs.bucks.sch.uk](http://www.jhgs.bucks.sch.uk). I look forward to reading your application to join JHGS.

Tracey Hartley

**Headteacher**



## Welcome from the Head Boy

"Quit Ye Like Men" our motto, is a phrase that, as you enter our school, may mean little, but one that by the time you leave, will resound with you forever. At John Hampden Grammar School, we offer nothing but the best; whether it is in the classroom, around the community or out in the sporting world.

I am immensely proud to say that I am Head Boy; just as proud as I was when I found out I had a place at this school. Throughout my time here, I have made some special memories and met some extraordinary people. But, as one would expect, I have never stopped learning. A major factor of this learning has come as a result of the countless number of inspiring teachers and support staff I have had the pleasure of meeting throughout my journey at John Hampden. Whether it is an engaging lesson, full of interesting opinions expressed in a variety of different ways, or the relationship I have had with staff outside the classroom, with conversations in the corridor, or in a sporting environment. They have instilled a life-long love of learning in not only academia but in other paths of life that I have yet to walk.

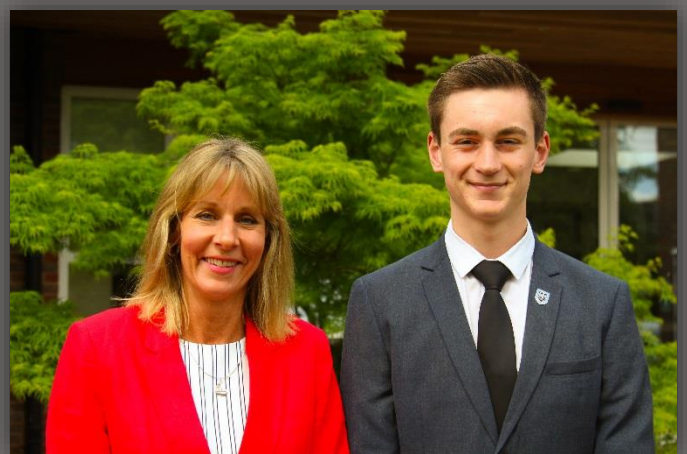
My aim, as Head Boy, is to inspire. I feel in my appointed position I should be the one to make people, young and old, feel welcome and as though they belong, whenever they walk through our Doors. Just as I felt on my first visit to this school. But perhaps more importantly, everything I do is done with a smile on my face, through the good times and the hard. If I do that, and if I manage to make someone smile with me, then I believe I have done my job. But in a school like this, a place like ours, it is difficult not to smile- the friendliness of staff combined with the helpfulness of peers makes life here so much better.

And so, as I finish my welcome, I would like to take the opportunity to thank you for expressing an interest in John Hampden, and I look forward to meeting you very soon.

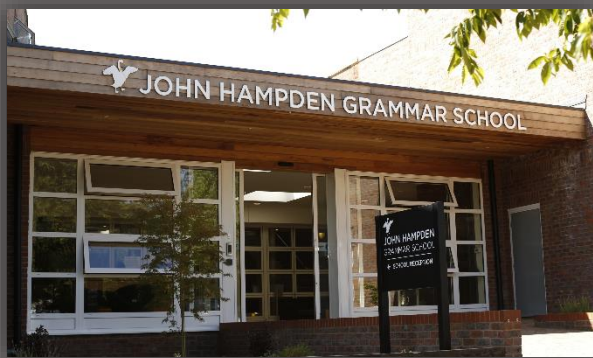
My kindest regards,

Dan Broughton

Head Boy on behalf of the Student Body



## History of John Hampden Grammar School



John Hampden Grammar School was established in 1893 as the Schools of Science and Art to support the local furniture industry, before becoming a technical school and finally a grammar school in 1970.

The school was originally built on 530 square yards of land in Frogmore Gardens.

In 1919, the Institute moved to Easton Street but the building soon proved too small and a series of wooden huts were installed to be used as classrooms.

The school moved to its current site in 1966 and became John Hampden Grammar School in 1984. Much development of the site has taken place since 1966 including the building of classroom blocks, a sports hall, music studio, food technology room, a learning resource centre and sixth form study areas.

There have only been six Headteachers in the history of the school. Miss Tracey Hartley became the first female Headteacher when she was appointed in September 2016.

Today, JHGS is an outstanding school combining the academic rigour of a traditional grammar school with a strong sense of community and a warm and supportive ethos where young men acquire the interpersonal skills of successful leaders.

You can view a video capturing a day in the life of a JHGS student which will give you a glimpse of what is on offer for students here: <http://www.jhgs.bucks.sch.uk/285/life-at-jhgs>

The last full OFSTED inspection was in 2008 when the School was rated outstanding. The report stated that “John Hampden Grammar School is an outstanding school. It provides a caring and nurturing environment for its students and prepares them exceptionally well for their future lives”

You can find out more about the history of JHGS by visiting our website: <http://www.jhgs.bucks.sch.uk/123/history>

## Ethos and Values

The JHGS ethos, developed over many generations, is unique. It is based upon mutual respect, high expectations and support for one another as expressed in the School’s motto ‘Quit Ye Like Men’, which comes from 1 Corinthians and encourages us to act as men.

To achieve this we have a commitment to:

- excellence in teaching and learning
- “traditional” values of respect, courtesy, consideration and honesty
- working together to fulfil our aims
- working with and for our community

## What makes JHGS unique?

JHGS is an outstanding school with a long and proud history of educating able boys. Academic excellence pervades all that we do but JHGS offers far more: we encourage boys to enjoy as wide an experience as possible. A JHGS education is inspirational and we are proud of the young men who leave us to make their mark in locally, nationally and internationally.



We are a multicultural school with 1,079 pupils currently on roll. This includes 766 pupils in Years 7 to 11 and 313 pupils in the Sixth Form. In 2018, 75.0% of pupils gained 9-6 grades at GCSE and at A-Level 64.0% of pupils gained A\*-B grades.

The majority of Sixth Form pupils go on to their first choice university and in 2018, 3 pupils were accepted at Oxford and a further 126 pupils had applied to Russell Group Universities. Pupils go on to study a diverse range of subjects including Medicine, Aerospace Engineering, Business, Mathematics and Neuroscience to name just a few.

Pupils here are well-motivated, self-assured and enthusiastic. The atmosphere within the school is spirited and purposeful. Pupils work in partnership with staff to improve the learning experience. They willingly embrace the many leadership opportunities available. Pupils are proud of the school and of each other.



Sport very much typifies the ethos of JHGS. We offer students a broad range of opportunities ranging from traditional sports such as football, rugby and cricket though to ju-jitsu and handball. Our teams perform at the very highest levels, regularly winning local, regional and national trophies.

In 2018, JHGS ranked 16th in the 'School Sports Magazine' rankings. Extra-curricular activities go far beyond sport with pupils involved in debating, mathematic competitions, music concerts, mock trials, design and engineering competitions.

We have an active alumni and a number of old boys including Heston Blumenthal, Sir Terry Pratchett, Kenton Cool and Simon Burnett to name but a few have helped changed the world, significantly contributing to many areas of

life.



In keeping with the design and furniture making history of the School and High Wycombe, we were proud to become a partner with The Furniture Makers Livery Company in March 2018.



## What our parents say about JHGS

Parents are equally proud of the pupils, the school and staff. A recent survey showed that 98% of parents strongly agree that their child is happy at JHGS. Below are some testimonials received:



*"My son is settling in well and this could not have happened without yours and the teachers support"*

*"We will always be grateful for the support the Learning Support Team gave my son"*

*"Thank you for the care the school has shown my son even though he is now at university"*

*"My son couldn't have achieved what he has without the dedication of everyone at JHGS who worked with him and the ethos of the school "*

*From parents of a Year 13 pupil last year: Our son finished his 'A' level exams earlier today. A great relief to all concerned, but we did not want the day to end without expressing our heartfelt thanks for the wonderful time he has enjoyed at the school these last seven years. We could not wish for a more auspicious start to his adult life and we are very grateful to all of the staff at the school.*

*From the parents of a boy who overcame some behaviour issues: As a family we will always be very grateful to you and your excellent team at JHGS for the support you provided to our son. It undoubtedly gave him the social, intellectual and emotional grounding he needed to succeed, and hopefully the inspiration to go on and help others fulfil their potential.*

*From parents of a year 7 boy: We'd also like to thank you for the super teaching and positive ethos and learning environment at the school.*

*Parent of a year 7 boy: (name withheld) is really proud to be part of JHGS, he has really surprised me as to just how much! There is a wonderful spirit permeating through your staff and pupils, this must come from the management team!*

*Parent of an ex-student: (name withheld) is now in Maastricht in his third year of PPE at Leeds. He's blossoming, in his own quiet way! He had a great year writing for the student paper last year, achieved a first for his work at the end of year 2 and is quite inspired by the idea of studying abroad at university in the Netherlands (lectures in English!) before completing his degree. I've said it before, and I'll say it again – he couldn't have done any of that without the dedication of everyone at JHGS who worked with him and the ethos of the school."*

*I would like to take this opportunity to thank the many wonderful staff at JHGS for their hard work for my son and the other boys at JHGS. I know (name withheld) year head and I have spent many hours on the phone and in person, often outside of school hours, trying to help him through his difficulties. Teachers make such a difference to the lives of the children they meet and I am sure that over the coming years, many of the lessons and skills that (name withheld) has acquired through the JHGS staff will be developed and appreciated by him.*

*Young Enterprise Manager: The students were amazing and I have already heard from some of the volunteers who were extremely impressed, so congratulations for some brilliant representations for John Hampden, again!*

*An email from an ex pupil: Driving past the school today on my way back from work I got so excited, I was tempted to pull out of heavy traffic and say hi while jumping in my seat! You probably don't remember me but I studied at John Hampden Grammar School between 2006 and 2013 and thanks to the quality of teaching at JHGS, I managed to achieve the A in A-level mathematics required to study my bachelors and now a masters in Advanced Chemical Engineering at Birmingham University. A big thank you to all the staff that made John Hampden such an enjoyable and memorable few years!*

*Parent of a year 11: - First and foremost a big thank you for the team effort that helped my lad and others secure yet another year of more than satisfying GCSE results. Overall we are really pleased and just wanted to thank all the staff for their staff.*

*Parent of a year 11: As parents we are very grateful to the excellent education and mentoring he has received over the last 5 years and we will be sad that he will no longer be a part of such an excellent environment.*

*Parent of a Year 13 student: I am writing to express my most sincere and grateful thanks to you and all of the staff at JHGS as (name withheld) leaves you to set off on the next stage of his 'learning journey'. When we came to look round John Hampden as a possible school for him I was so impressed by the sixth form students who showed us around and clearly remember thinking, "If only he turned out half as well as these lovely boys I would be really happy." Well the years have passed and (name withheld) has matured and grown into exactly that young man. So thank you to everyone who has touched his life at your amazing school. He has had every opportunity to succeed at the school and discovered a love of learning that I so hoped for. I would like to especially extend my thanks and gratitude to his sixth form teachers. Thanks also to the PE department and the amazing rugby tour they organised to Australia which is an experience X will never forget. The trip to Spain was also fantastic and certainly cemented (name withheld) love of the language. The time and effort your staff put into providing such rich extra-curricular activities is astonishing and I am not sure that the boys really appreciate how lucky they are, though as a parent I can assure you I do. (Name withheld) is moving on to study International Relations and Spanish at Birmingham University and I am sure he will carry with him the values, skills and attitudes you have all always sought to instil in him. I can only thank you from the bottom of my heart.*

## **PASTORAL ADMINISTRATION ASSISTANT**

An exciting opportunity has arisen for a flexible, highly organised and enthusiastic individual to join our pastoral administration team.

Reporting to the Assistant Head – Director of Sixth Form, you will primarily work alongside the Sixth Form Pastoral Administration Assistant in ensuring that all administration arrangements and processes for our school's Sixth Form are carried out efficiently and in a timely manner.

You will be an excellent communicator approaching a demanding and busy workload with a positive outlook and good attention to detail, maintaining a high level of diplomacy, tact and confidentiality throughout as you will be dealing with staff, pupils and parents.

In addition to your strong administration skills, you will demonstrate a good standard of numeracy and literacy and be confident using IT packages such as MS Office (e.g. Word/Excel). A knowledge of SIMS would be advantageous, however full training can be offered to the successful applicant if necessary.

**Hours:** 15 hours per week (mornings). 5 days a week. 39 weeks per year (term time plus 5 INSET staff training days)

**Salary:** Salary is dependent on experience but will be paid within Bucks Pay Range 2, currently £19,077 to £21,428 per annum, actual pro-rata salary range £6,559 to £7,367 per annum.

JHGS is a very successful oversubscribed selective school for boys. Categorised as “Outstanding” by Ofsted. The work environment is positive, friendly and caring with well-motivated and able pupils. An established centre of academic excellence, we have an exceptional record in sport, music, community involvement and offer a full range of extra-curricular activities.

**How to apply:** Further details including a job description and an application form are available on our website ([www.jhgs.bucks.sch.uk](http://www.jhgs.bucks.sch.uk)). To apply, please complete the JHGS Support Staff application form and send it for the attention of Miss T Hartley, Headteacher, to [HR@jhgs.bucks.sch.uk](mailto:HR@jhgs.bucks.sch.uk)

Applications to be received by the closing date of 9am, Friday 13th September. Interviews will take place the following week.

The school reserves the right to change these dates, and to close the vacancy at any time, so early application is advised.

John Hampden Grammar School 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 an Enhanced DBS check.

John Hampden Grammar School is an equal opportunities employer.



## **PASTORAL ADMINISTRATION ASSISTANT**

### **JOB DESCRIPTION**

**Hours:** 15 hours per week: 5 days a week (mornings).

40 weeks per year: Term time only plus staff inset days

**Salary:** Salary is dependent on experience but will be paid within Bucks Pay Range 2, currently £19,077 to £21,428 per annum, actual pro-rata salary range £6,559 to £7,367 per annum.

**Reports to:** Assistant Head – Director of Sixth Form

### **Key Function:**

- Provide general administrative support for the Sixth Form as part of the pastoral administration team

### **Main responsibilities:**

- To provide administrative, organisational and logistical support for events related to the Sixth Form, e.g. Celebration of Achievement Assemblies, Presentation Evenings, Open Evening etc.
- To assist with Sixth Form admissions process: e.g. marketing and application process including acknowledgements, reference requests, feedback and offer letters
- To answer the telephone, deal with enquiries
- To ensure the effective communication of relevant information to staff, students and parents via telephone, e-mail and Schoolcomms
- To maintain the Sixth Form noticeboards/prospectus library
- To liaise with Data Manager to facilitate behaviour management and associated SIMS programmes to maintain student records and to provide reports to Sixth Form team
- To liaise with Heads of Department/Head of Year with regard to updating the Sixth Form Prospectus and other handbooks
- To deal with the administration of ex-student reference requests including obtaining GDPR consent, confirming and communicating qualification information
- To record, monitor and proactively address student attendance (only as and when required)
- To support the school's wider pastoral administration team (as and when required/appropriate)

### **General:**

- Maintain and update knowledge of relevant software, e.g. Microsoft Office and SIMS computer systems
- To be aware of and to execute effectively the postholder's responsibility for promoting and safeguarding the welfare of young people with whom he/she is likely to come into contact
- To take responsibility for personal Health & Safety ensuring that all accidents and near misses are reported to the School's Health & Safety Officer
- To ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues and clients

*Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified hence this is not an exhaustive list of duties. Employees will be expected to comply with any reasonable request from the Headteacher or Head of Sixth to undertake work of a similar level that is not specified in this Job Description.*

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.*

*John Hampden Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.*

August 2019

## **PASTORAL ADMINISTRATION ASSISTANT**

### **PERSON SPECIFICATION (please note due to the sensitive nature of this post, we cannot accept applications from current or prospective parents)**

#### **Essential Qualities**

##### **Qualifications and Experience**

- A minimum of English Language and Maths GCE 'O' level or GCSE (grade C or above)
- Experience working in a secretarial or administrative role

##### **Knowledge/Skills**

- Proficiency in all aspects of Microsoft Office, particularly Word and Excel
- Proven experience dealing with confidential information and sensitive situations
- Proficiency in producing letters and documents
- Attention to detail
- Ability to prioritise workload and show initiative in dealing with day-to-day situations
- Problem solving skills including the ability to apply diplomacy and tact when appropriate
- The ability to remain calm and composed under pressure
- Excellent interpersonal skills with the ability to communicate effectively with pupils, parents, staff and the wide School community

##### **Personal Qualities**

- A firm belief in the potential of every pupil
- Patient with a good sense of humour
- Willingness to learn new skills and undertake training as required
- Adaptable, flexible, and able to work with minimum supervision
- Reliable team player who is willing to make a full contribution to the department
- Smart personal appearance
- Understands and is willing to uphold the values of John Hampden Grammar School

#### **Desirable Qualities**

##### **Qualifications and Experience**

- Experience of working in schools or with young people
- Experience of Buckinghamshire secondary school admissions process
- Experience of working concurrently for more than one senior manager

##### **Knowledge/Skills**

- Creative presentation skills (e.g. Microsoft Publisher)

- Previous experience of SIMS software or similar database systems
- Knowledge of child protection and safeguarding policies
- Experience of organising events

#### **Working with children and young people**

- In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children.
- Due to the nature of this role, any offers of employment will be dependent upon the successful completion of DBS checks.

August 2019

## Why Work at JHGS

When you join the JHGS team, you become part of a community that directly influences the futures of the most outstanding young men in the area. Working here gives you the chance to work in a school with a very strong sense of pastoral care, where a belief in an all-round education is more important than being an exam factory.

In addition to our hard working and rewarding students, by joining JHGS you can also look forward to:

- Welcoming and supportive colleagues
- Supportive and appreciative parents
- An excellent induction programme
- A commitment to providing you with CPD opportunities to support you in your aspiration to become a Headteacher
- Good local transport connections, we are based just off Junction 4 of the M40 and the Park and Ride is opposite the school. The train takes 30 minutes to central London and 33 minutes to Oxford Parkway
- Local amenities—Waitrose is just across the road and Asda and John Lewis a 10 minute drive away
- 20% discount on membership to Wycombe Sports Centre
- Cycle to Work scheme
- Childcare Voucher scheme
- Free on-site parking
- Mindfulness sessions for staff
- Access to Worklife Support: an Employee Assistance Programme
- On-site canteen
- Employee recognition scheme where all staff are recognised for their achievements at the end of each term
- Social events: staff meet every Friday for “Period 6” for drinks and catching up and there are countless opportunities to be involved in events such as Tough Mudder and an annual Christmas Party



## How to Apply:

To apply for this post please complete the relevant application form available from our website (<http://www.jhgs.bucks.sch.uk/130/vacancies>).

Applications will only be accepted from candidates completing an Application Form in full on the school's website. CV's will not be accepted in substitution for completed application forms. CV's may be submitted in addition to the application form in order to supply additional background information. Applications from agencies will not be considered. All information within your application will be treated confidentially.

## Completed application forms can be:

- Sent by email to: [hr@jhgs.bucks.sch.uk](mailto:hr@jhgs.bucks.sch.uk)
- Posted to: Miss Tracey Hartley  
Headteacher  
John Hampden Grammar School  
Marlow Hill  
High Wycombe  
Buckinghamshire  
HP11 1SZ

## Safeguarding

JHGS is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school

## Equal Opportunities

JHGS is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

***Candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.***

### **Key Dates:**

**Deadline for applications:** 9am, Friday 13 September 2019

**Interviews will be held:** Following week

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

### **Contact details:**

Tel: 01494 529589

E: [HR@jhgs.bucks.sch.uk](mailto:HR@jhgs.bucks.sch.uk)

Visit our website at [www.jhgs.bucks.sch.uk](http://www.jhgs.bucks.sch.uk)

Follow us on Twitter [@JHGSHW](https://twitter.com/JHGSHW)

Find us on instagram.com:

[johnhampdengrammarschool](https://www.instagram.com/johnhampdengrammarschool)