

Manchester  
High School  
for Girls

**POST OF GATE SECURITY OFFICER –  
TERM TIME PLUS 5 TRAINING DAYS  
INFORMATION FOR APPLICANTS**



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## **MANCHESTER HIGH SCHOOL FOR GIRLS**

Manchester High School for Girls is one of the leading independent girls' day schools in the country. It is a selective, academic school and last summer's public examination results at both Advanced and GCSE level were excellent, placing the School amongst the top schools nationally.

For 143 years, Manchester High School for Girls has taken pride in giving girls an academic education of the highest quality. Founded in 1874, the School has made a pioneering contribution to the development of women's education. All three of Mrs Pankhurst's daughters were educated here. The School takes its inspiration from its traditions and continues to produce students who distinguish themselves in many professions, becoming role models of successful and influential women. The character of the School has also been shaped by its accessibility to girls from a wide variety of social, cultural and religious backgrounds so that a community has developed which both values individuality and promotes tolerance.

The School is a non-denominational, independent day school, which has charitable status. It is also a member of the Girls' Schools Association and of the Association of Governing Bodies of Independent Schools. Since 1893, the School has provided means tested financial support for a significant number of girls. A range of school bursaries is currently offered in order to make places available to those from low income families, and currently approximately 10% of girls in the Senior School are in receipt of some form of financial assistance. The girls are drawn from a broad geographical area including Greater Manchester, Cheshire, Derbyshire and Lancashire. Special buses transport most of the girls to school and there is a supervised 'girls only' bus serving both the preparatory and the senior girls who live in the Hale, Altrincham and Bowdon areas. Admission to the Senior School is by examination and interview. Entry to the Preparatory Department is from the age of 4 and sometimes occasional vacancies are available for entry at other ages. Admission is selective by means of an assessment for infants and an entrance examination in Mathematics and English for the juniors.

The Senior School caters for girls from eleven to eighteen and the Preparatory Department provides for girls from four to eleven. Most girls in the Preparatory Department progress into the Senior School. The majority of our eleven-year-old entrants, however, are drawn from many other schools, both independent and maintained primary. Some are admitted at sixteen to pursue Sixth Form courses. Currently there are 263 girls in the Preparatory Department and 676 in the Senior school, including 182 in the Sixth Form.

### **The Curriculum and Timetable**

Upon entry, girls are placed in one of four parallel groups of twenty-seven, although many teaching groups are smaller units and setting is implemented in some subjects at a later stage. All follow an extensive, strongly academic programme of study, culminating in outstanding examination results at GCSE and A Level. In 2017, at GCSE, 85.63% of all grades were A or A\* and the pass rate was 99.4%. At A level, the subject entry pass rate was 100% and 87.2% of all grades were A\*, A or B.

The School offers a wide choice of subjects at 'A' level and GCSE, with over 20 subjects offered at each level. Girls take the equivalent of 9 or 10 GCSEs and, currently in the Senior Sixth 3 or 4 A level subjects. Almost all leave to pursue a degree at a university of their choice and, each year, a significant number gain admission to Oxford or Cambridge.

### **Pastoral Support, Care and Guidance**

Highly effective systems of student support have been established where the roles of the Form Tutor and Heads of Year are pivotal. The work of the pastoral team is greatly enhanced by the School Nurses and the School Counsellor. Other key staff who contribute to the provision of pastoral support, care and guidance include the Director of Sixth Form Studies, a Learning Support Co-ordinator, Well Being Co-ordinator and Head of Careers. Administrative support for the work of the Deputy Head (Pastoral Care) and the Heads of Year is provided by the Pastoral Secretaries.

### **Current staffing**

The staff of the Senior School consists of the Head Mistress, two Deputy Heads, Bursar, two Assistant Heads and 75 teachers (51 full-time and 24 part-time). The Preparatory Department is led by the Head of the Department, who is responsible to the Head Mistress, with 16 teachers (15 full-time and 1 part-time) and 7 teaching assistants. The Deputy Heads, the Bursar, the Assistant Heads, the Head of the Preparatory Department and the Development & Marketing Director form a Senior Leadership Team working closely with the Head Mistress. In addition there are 10 technicians, a full-time professional librarian with 2 assistants, 5 visiting speech and drama teachers and a large team of visiting instrumental music teachers. A school doctor is in regular attendance and there are 2 part time school nurses. The Head's Personal Assistant is also the Office Manager and there are 14 other ancillary staff supporting the offices of the Head and the Bursar, as well as providing administrative assistance for the staff. In addition, there is an Estates Manager and 6 maintenance staff.

### **Extra-curricular activities**

There is a wide variety of extra-curricular activities, which are well supported by girls and teachers. Many take place at lunchtime but, in addition, there are numerous theatre visits and field trips which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas. Every year there are drama productions and music festivals; the School's performance activities have an excellent reputation. There is a full schedule of sporting fixtures including netball, cross-country, hockey, athletics, tennis, rounders, swimming and water polo. All girls in Year 7 attend a residential induction course and there are regular opportunities to participate in sport tours and other trips abroad.

### **Accommodation**

In the last ten years, an ambitious refurbishment and development schedule has seen the classrooms, laboratories and specialist subject accommodation transformed. Modernisation of the dining room and kitchens, library, main hall, lavatories, three ICT suites, two language laboratories and greatly improved work facilities for staff have completed the upgrades. The construction of an impressive Sports Complex, with fitness suite and climbing wall to augment the existing swimming pool, Astroturf pitch and dance studio was completed in September 2006. A free membership scheme for staff to the Fitness Suite is available. A first floor extension and refurbishment of the Preparatory Department providing four additional classrooms was completed in August 2012. A state of the art Sixth Form Centre was completed in summer 2014.

### **Development and Marketing Department**

The School's Development and Marketing Department is split across the two functions. The marketing side of the team is responsible for overseeing anything related to the Manchester High School for Girls 'brand' and promoting what is on offer here to prospective parents and students through advertising and PR. The team also maintain the School's various social media platforms and website.

The Development aspect of the department's work involves maintaining links with over 4,000 members of the School's alumnae community and raising funds for the School's Bursary Fund. The team is heavily involved in organising a number of flagship events in the Manchester High calendar, including the annual Founders' Lecture. The links the department has are vital in enabling the School to build close working relationships with the Manchester business community and the team also supports the Careers Department by managing Project Pankhurst (our alumnae mentoring scheme for Sixth Formers) and the 'Insight Into...' careers evenings.

### **Inspection and Future Plans**

The Independent Schools Inspectorate (ISI) conducted a regulatory compliance inspection of Manchester High School for Girls in September 2016 and the School was found to be fully compliant with all of the regulatory requirements.

The School's strategic planning cycle continues and work has begun on a new 2017-2022 strategic plan. The School is continuing to work to maintain a culture of continuous improvement in which

learning is pre-eminent, which is professional and efficient and which is keen to undertake change in pursuit of genuine quality.

## **AGREED STATEMENT OF EDUCATIONAL PURPOSE AND AIMS**

### **Purpose**

Manchester High School for Girls was founded in 1874 “To impart to the girls the very best education which can be given and to fit them for any future which may be before them”.

Today, the School maintains these guiding principles by encouraging each individual pupil to achieve educational excellence over a broad range of subjects and to develop an awareness of her own value and a sense of responsibility towards others.

### **Aims**

The School aims to:-

- Develop an understanding of the value of education as an end in itself and to instil a love of excellence and culture.
- Encourage the achievement of the highest academic standards and individual potential.
- Provide a broad and varied range of subjects and activities offering each girl the opportunity to develop her talents within a single sex school.
- Educate the whole person so that girls leave school with a sense of self-worth, self-discipline, and an ability to contribute with confidence in an increasingly competitive and technological world.
- Draw on the School’s social, cultural and religious mix of pupils, to enable girls to live and grow in an atmosphere of mutual respect.
- Encourage qualities of caring, kindness, honesty and loyalty and to foster high moral standards.

# **THE POST, JOB DESCRIPTION AND PERSON SPECIFICATION**

## **JOB DESCRIPTION**

### **GATE SECURITY OFFICER**

<b>Post:</b>	The appointment is for January 2018
<b>Responsible to:</b>	The post holder will be directly responsible to Estate Manager.
<b>Hours:</b>	37.5 hours per week: 7:30 a.m. to 3:30 p.m. Monday to Friday, with 30 minutes unpaid time for lunch each day. The appointment is for 37 weeks per year (term time + 5 INSET days). The appointment is for term time only, and the post holder would be expected to work any INSET training days which fell on these days.
<b>Salary Grade:</b>	Salary will be pro rata to a full time salary range of £15,164 - £15,529 per annum, (Points 6 - 9 on the support staff scale), equating to an actual part time starting salary range of £12,101 - £12,392 per annum.
<b>Holidays:</b>	An element of holiday pay is included in the hourly rate for the post

#### **Main purpose of the job**

To maintain the security of the School premises with particular regard to the safeguarding and protection of all pupils. To be the first point of contact for visitors and parents at the site entrance. To check the identity of visitors/parents, to provide assistance and direct as appropriate. To receive all incoming mail and school deliveries.

#### **Main responsibilities and tasks**

1. To receive deliveries.
2. To check permits and ID badges for all staff and visitors.
3. To control the barrier.
4. To positively represent the School and act in a professional way.
5. To keep a log of all activities.
6. To report any matter of concern and any serious incidents immediately to the Estates Manager or member of the Senior Leadership Team.
7. To ensure that litter is controlled and kept to a minimum on the driveway.
8. To maintain the kiosk and keep the surrounding area presentable.

#### **General Duties**

- To be familiar with and adhere to the School's policies including its Health & Safety policy and the contents of the Health & Safety section of the Staff Handbook.
- To carry out any other reasonable request of the Head Mistress.
- This job description may be subject to reasonable changes in the future, to reflect changing circumstances and to aid professional development.

#### **Person Specification**

- Applicants must share the commitment of the School to safeguarding and promoting the welfare of children at all times.
- Possess good communication skills.
- Demonstrate a commitment to providing a high level of customer service.
- Be honest and reliable.
- Must have smart appearance.
- Possess an eye for detail e.g. incident reports if and when required.
- Be computer literate at a basic level e.g. e-mails.

- Ability to work as a member of a team.
- Ability to form good working relations with both staff within the School.
- Ability to work alone and use their own initiative.
- A “can do” attitude.
- Previous experience desirable, however training will be provided.

## **ADDITIONAL INFORMATION**

### **Salary and Other Benefits**

- There is a 50% discount on school fees for the daughters of full-time members of staff.
- There is a generous staff training budget. All colleagues are encouraged to continue their professional development.
- There is a contributory pension scheme for support staff to which the School makes a contribution. This is a voluntary scheme, details of which are available to the successful candidate.
- Colleagues are served by two of our catering team throughout the day. Tea, coffee and biscuits are provided at break and at the end of the school day. A separate staff dining room with an extensive and reasonably-priced choice of food and waitress service is available from 12 noon to 2.00 p.m. serving subsidised meals to all staff. Light refreshments are provided for colleagues who remain in school for evening events.

### **Other Information**

- This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- MHSG is committed to equal opportunities for all of its employees and its policy is available on request.
- The School has a no-smoking policy throughout the premises, and a smart dress code.
- Applicants should note that the School is committed to safeguarding and promoting the welfare of children. All applicants who are offered employment will be subject to an enhanced criminal record check and the Children’s Barred List check for the Child Workforce from the Disclosure & Barring Service (DBS) which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS certificate to the School prior to their employment. All candidates are also required to present their examination qualifications for inspection at the interview stage
- In accordance with the Asylum and Immigration Act 1996, the Governing Body will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the United Kingdom.
- Manchester High for Girls adheres to the Data Protection Act 1998. We will obtain information about you including any criminal convictions you may have. All information will be kept confidential and it will only be used to process your application. If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.
- Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.
- The School website, [www.manchesterhigh.co.uk](http://www.manchesterhigh.co.uk), is regularly updated and has a wide range of additional information, including the full ISI Regulatory Compliance Inspection report from September 2016.

## ARRANGEMENTS FOR APPLICANTS

1. Please apply by submitting to the Head Mistress at [recruitment@mhsg.manchester.sch.uk](mailto:recruitment@mhsg.manchester.sch.uk):
  - a fully completed application form, including examination grades, dates of awards and the names and contact details of two referees, one of whom must be your current or most recent employer. Applicants should note that we write for references during the selection procedure and the School will check with past employers as to the suitability of a candidate to work with children.
  - a supporting letter outlining how your experiences and/or personal qualities would enable you to contribute to the development of a thriving department and school.
  - a completed childcare disqualification disclaimer form.
2. The closing date for receipt of applications is **12.00 noon on Thursday 30<sup>th</sup> November 2017**.
3. Interviews will take place on **Thursday 7<sup>th</sup> December 2017** at the School
4. Unfortunately we are not able to acknowledge all applications, but applicants who have not been invited for interview by the date indicated above should assume that, on this occasion, their application was unsuccessful.

