



KING EDWARD'S SCHOOL
BIRMINGHAM



Outreach and Transport Coordinator

The School

King Edward's School, Birmingham is driven by a shared belief in the transformative power of a broad, intellectually demanding and accessible education in a young, ethnically diverse city. It is also one of the most successful and significant boys' schools in this country.

Founded in 1552 by Edward VI, King Edward's School is the founding father of the King Edward VI Foundation and has always been a central institution in the city of Birmingham which it serves. It is located on a stunning 50-acre site in Edgbaston, which it shares with King Edward VI High School for Girls (KEHS), and educates 860 day boys, aged 11 to 18.

In recent years, the Chief Master and Governors have strengthened their commitment to King Edward's School as a catalyst for social mobility, a place of academic excellence and a community whose strength derives from its social diversity and multi-cultural understanding.

We seek to provide the best possible education for the brightest boys in Birmingham, whatever their background. There is a strong belief in the power of education to transform lives and a commitment to a truly challenging, intellectual, rich and broad education. The International Baccalaureate Diploma was introduced in September 2010 to advance the intellectual life of the School and to provide an education appropriate to the challenges of the 21st century.

Academic Life

King Edward's is an academic school and an intellectual school. It is a school where the results are exceptionally good and where students are clever and hardworking, full of character and originality, and are well respected by their peers. Being an academic school means that everyone strives for the highest academic standards and performance. King Edward's is recognised as the best academic school in the West Midlands and among the best nationally in public exams and university entry. In 2020, of the 131 students taking GCSEs, 49 students achieved at least 10 grades 9/8, a further 17 achieved nine grades 9/8, and 79 students achieved grades 9/8/7. Overall, the percentage of 9/8 grades attained was 72% and 89% were 9-7. At IB, the average scores have been above 39 out of 45 for three of the last five years (the world average is about 30 points). The School's commitment to the IB is total: a challenging, rigorous and broad education has always been a hallmark of a KES education, and the IB equips students superbly for the demands of university and the diversity of the world beyond. King Edward's students are very active in academic competitions in Mathematics, Science, public speaking and debating, and teams regularly win national competitions.



The School

Culture and Sport

Life outside the classroom is vitally important at King Edward's. It complements and supports the academic pursuits of the students, making them more fulfilled, relaxed and rounded as well as developing essential qualities and experience: resilience, teamwork, commitment and leadership.

There is a very wide range of expeditions and outdoor activities for younger students and, each year, a large number of students undertake the Duke of Edinburgh's Gold Award; the CCF also thrives with RAF, Army and Navy sections. In total, there are over 140 trips and expeditions annually for students of all ages in term time and the holidays.

Sport is central to life at the School and benefits from excellent facilities, indoors and out. The School has extensive grass facilities and the use of three hockey astro pitches, one of which has a modern pavilion, opened in 2015, and a new athletics track in partnership with the University of Birmingham. A new £5m Sports Centre opened in May 2019. A great variety of sports are offered at King Edward's, including water polo, fencing, table tennis and archery, in addition to rugby, hockey and cricket.

Music is quite exceptional, and supported by a number of music scholarships. Drama is likewise of outstanding quality. There are three major concerts in the year, including one, biennially, in Birmingham's Symphony Hall, and several dramatic productions. There are also numerous opportunities for smaller ensemble playing and student-led drama performances. The stunning Ruddock Performing Arts Centre is the focus for these activities and all activities and facilities are shared with King Edward's High School for Girls next door. Design and Art are central to the students' experience. The Barber Institute, one of the country's finest small art collections, is across the road.



The School

Location, Campus and Buildings

The School moved to its current site from the centre of Birmingham in the 1930s and the main school buildings, including Big School, date from that time. However, they have been significantly enhanced in recent years through the immense generosity of several alumni and other supporters of the School. The Sir Paul and Lady Ruddock Performing Arts Centre, opened in April 2012, provides a 400-seater hall for large-scale music performances, a drama studio, a professional-standard dance studio and many practice rooms. The Andrew Brode Wing, opened in September 2013, houses the Modern Languages department, well-equipped Science laboratories and a wonderful Sixth Form centre. There have been significant investments in specialist indoor and outdoor facilities for sport.

There are more than 30 acres of playing fields, natural and artificial, immediately adjacent to the main School buildings, which are surrounded by the University botanical gardens, a lake and nature reserve. And yet, it is only a ten-minute bus ride from the cultural heart of the UK's second city where you find Birmingham Symphony Hall and the Hippodrome, home of Birmingham Royal Ballet.

King Edward's benefits from a number of excellent transport links including multiple bus routes, cross- and inter-city train lines, and a newly extended cycle highway. Neighbouring suburbs, including Harborne, Bournville and Moseley, are attractive and affordable, though there are many other appealing residential areas in the region, both urban and rural, to suit all tastes, pockets and families. There are also many good primary and prep schools, with which King Edward's has good links.

The Foundation and its Schools

The Schools of King Edward VI in Birmingham, more usually referred to as the King Edward VI Foundation, is one of the most significant educational charities in the UK. King Edward's School is one of two independent schools in the foundation, the other being King Edward's High School for Girls (KEHS), with which KES shares its campus. The Foundation also sponsors an Academy Trust, comprising six outstanding selective grammar schools and three non-selective secondary academies. Three of these schools have joined the Academy Trust in the last two years and further expansion is envisaged, helping the Foundation to fulfil its long-term aim of improving the life chances and educational experiences of more children in Birmingham.

The Foundation makes an annual grant to King Edward's School of approximately £1.4 million which pays for many of the Assisted Places. Significant capital investments at the School have been funded by generous alumni and benefactors.

The Foundation is located at the top of the driveway to King Edward's School and it is from there that the various administrative and support services are run under the leadership of the Executive Director, who supports both the Foundation and Academy Trust boards and, through them, all ten of the Foundation's schools. The Foundation Office provides a number of services to King Edward's School and is the legal employer of staff.

The Role

Outreach and Transport Coordinator

The Role

The KES Outreach Programme provides a range of free masterclasses, workshops, coaching sessions, competitions and concerts for local primary schools. Over 13,000 children from more than 200 schools across Birmingham and the wider region take part in our Outreach Programme each year.

The aim of the Outreach Programme is to engage with children under the age of 11 across the city and to raise their aspirations. Teachers and boys from King Edward's School are involved in the delivery of the Programme, which is constantly added to as new ideas for activities are put into practice. There are lots of activities for schools to get involved in, from chess tournaments, science workshops and cricket coaching to maths competitions, author visits and music concerts.

The programme is managed by the Director of Outreach and Academic Operations, with the Outreach Coordinator providing administrative support to ensure the programme is a success. The Outreach Coordinator is also the central point of contact for all King Edward's pupils and staff delivering and participating in the programme.

The School is seeking an experienced coordinator who, in addition to supporting the Outreach Programme, can oversee all of the School's transportation requirements.

The role is a full-time permanent position starting 31st August 2021. The successful candidate will work 37 hours per week, 8.00am to 4.00pm Monday to Thursday and 8.00am to 3.30pm Friday (with a 30-minute unpaid break). This is a term time role; however, the candidate will be required to work 5 days during school holidays, to be agreed with their line manager.

The salary is £26,238 FTE, actual salary £20,993 per annum, and other benefits include enrolment into a Defined Contribution pension scheme, 60% off school fees at King Edward's School and King Edward VI High School for Girls, free lunches in term time and use of the onsite gym and swimming pool.

Job Description

Key responsibilities – Outreach:

- Organising the regular Outreach programme delivered on Friday afternoons – this currently includes maths competitions, debating and modern language workshops and concert parties for primary school pupils, run by King Edward's boys
- Organising large-scale events for primary pupils, including chess, maths, music and science
- Organising Outreach Summer School
- Organising teacher training events, including sports, music and e-safety
- Co-ordinating sports activities run by members of King Edward's staff both on-site and off-site with local primary schools, including coaching in cricket, netball, hockey and swimming
- Developing new ideas using feedback from events, staff and own research and initiative.

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All of the areas will require the successful candidate to use excellent project management skills to ensure that each event is a success by:

- Coordinating the marketing and promotion of outreach events, including website updates, social media and general marketing collateral, with oversight from the school's Communications and Marketing Department
- Keeping up-to-date data about school contacts and managing a network of contacts throughout the city
- Managing a diary of events and matching available staff and resources to junior schools
- Ensuring there is no disruption to teaching and activities of King Edward's pupils by co-ordinating each event carefully with the Senior Leadership Team
- Registering delegates, invoicing and collecting payment for courses
- Being mindful of the need for appropriate risk assessment including any relevant safeguarding requirements
- Working with King Edward's pupils involved in the delivery of Outreach activities to help with the organisation of them
- Collaborating with the Outreach team at King Edward VI High School for Girls on joint events and complementary programmes.

Key responsibilities – Transport:

- Plan, implement and efficiently control different forms of transport to enable school trips, visits and outreach events to take place
- Proficiently investigate and negotiate costs of transport to reduce overall costs
- Meticulously record bookings and ensure the necessary contacts have the information they require
- Ensure safety policies are adhered to
- Build and maintain positive working relationships with key KES staff and teams (Finance, Health & Safety Co-ordinator, Facilities) and external contacts such as taxi, coach and bus companies
- Coordinate all minibuss bookings and assist staff members organising other forms of transport e.g. taxis and coaches
- Liaise closely with the KES porter to ensure minibusses are ready and available for bookings, to ensure smooth handovers
- Ensure the minibusses are serviced, maintained and cleaned regularly; this includes monitoring of MOTs, road tax, insurance and breakdown cover
- Ensure that any staff member driving the minibusses has a valid driving licence and has completed an approved assessment training course
- Coordinate the vetting (e.g. DBS) of any external drivers

Other key responsibilities:

- Administration support in relation to the introduction of SOCS (an online calendar solution for the management of clubs and societies)

The Role

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General requirements:

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Support and contribute to the schools' responsibility for safeguarding students
- Work within the schools' Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Work within the Foundation's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Undertake other reasonable duties related to the job purpose required from time to time

Person Specification

The following person specification indicates those areas of knowledge, experience, skills, abilities and personal attitudes that are either essential or desirable in the candidates being interviewed, and how these will be assessed.

Experience and Knowledge (assessed at interview and in covering letter, application form and skills tests)	Essential	Desirable
Good level of general education including GCSE or O level maths and English at Grade B above or equivalent	✓	
Proficient with IT, including knowledge of Microsoft Excel, Word, PowerPoint and email systems	✓	
Previous experience of working in an educational setting, preferably at primary level		✓
Experience of administration and planning	✓	
Experience of preparing risk assessments for activities for local primary schools		✓
Experience of managing minibuses or booking coaches/taxis		✓

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Skills and abilities (assessed in skills tests, covering letter and at interview)	Essential	Desirable
Warm, friendly and professional manner that allows the candidate to foster good relationships with all members of a diverse community (staff, pupils, parents, local primary school contacts) either in person or on the phone	✓	
Confident in a 'front-of-house' role (welcoming visiting teachers and school children) with excellent customer service skills	✓	
Ability to establish priorities and manage time in order to meet agreed targets and deadlines with a minimum of supervision	✓	
Embraces responsibility for identifying sound and effective solutions to a variety of different problems	✓	
Organisation skills – ability to multi-task disparate duties	✓	
Ability to keep calm under pressure when necessary	✓	
Meticulous attention to detail	✓	
Excellent telephone manner and written skills	✓	

Attitudes (tested at interview)	Essential	Desirable
A positive attitude towards education and young people	✓	
An understanding of the aims of the Widening Access agenda of the King Edward's schools		✓
An understanding of, and belief in, the aims and ethos of independent education in general and of King Edward's School in particular	✓	
A 'can-do' attitude and willingness to get involved in school life	✓	

How to apply

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To apply for this role, please forward a completed application form (available for download at www.kes.org.uk/vacancies) and a covering letter addressed to Zoe Robinson, Bursar by email to: recruitment@kes.org.uk.

The deadline for applications is **Monday 2nd August 2021 at midday**.

Interviews will provisionally take place **Wednesday 11th August 2021**.

** The School reserves the right to bring forward the deadline for applications if sufficient applications have been received ahead of this date.*

If you have any queries about the role or would like to discuss it in more detail, please contact Jo Bullock, Director of External Relations, by email: jbullock@kes.bham.sch.uk.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS check. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the School website.

