



CHISLEHURST

School for Girls



Job Application Pack

Chislehurst School for Girls

Chislehurst School for Girls is a highly successful Comprehensive School for Girls (11-18) and Boys (16-18) with a Grammar Stream. As of 2018 we are recognised as an *Outstanding International School*. We are an eight-form entry school, the roll is currently approximately 1,100 students.

The school is situated in London's green belt and on the borders of Sidcup and Chislehurst. The girls attend largely from within a 3-4 kilometre radius of the school. Chislehurst School for Girls was established in 1896 as Sidcup High School and has developed through the grammar school tradition as Chislehurst and Sidcup County Grammar School for Girls, becoming an all ability school in 1982. We were Grant Maintained from 1992-1997 and Foundation thereafter. We became an Academy in March 2011.

The main school building, opened in 1931, is situated on a beautiful green field site and now caters for approximately 50% of the learning facilities. Recent additions have included purpose-built Art, English, Science, Mathematics and Technology blocks, including a state-of-the-art Hospitality and Catering Suite, opened in 2010. Additional specialist accommodation has included a Dance Studio and Media Suite. In 2008, our eco-friendly 16+ Suite was opened, to accommodate the Sixth Form leisure and study facilities and also a Personal Development Centre, for Additional Educational Needs and Inclusion support.

“Routines are embedded so that pupils know what to expect when they enter a classroom or are set work to do outside of lesson times. Pupils’ learning is promoted by teachers’ challenge and high expectations”. – OFSTED

School Aims

Chislehurst School for Girls is proud of its ethos - AIM HIGH.

Working closely with students and their parents, we set out:

- To develop every student’s potential to the full, morally, intellectually and socially.
- To foster a belief in achievable high expectations within a culture of educational excellence.
- To develop self-discipline and respect for the needs of others.
- To provide a safe, caring, co-operative and stimulating learning environment.
- To prepare every student for adult life and to become contributing and self-reliant members of society.

This is a happy and supportive place to study and to work.



Mrs M French, Headteacher



IT Manager

36 hours per week, 52 weeks per year

NJC Scale SO1-SO2, £31,122 – £34,809

We are currently looking for an enthusiastic and passionate IT professional. The successful candidate will lead, in liaison with the Senior Leadership Team on the provision of all electronic resources to support teaching and learning.

For an application form and information pack, please visit the school website: www.chislehurstschoolforgirls.co.uk or by request from: Ms I Russell, PA to the Headteacher, at recruitment@chsfg.co.uk Telephone: 020 8300 3156.

Closing date: Midday Wednesday, 30th March 2022

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. Our ambition is to work together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.

Job Description – IT Manager

Data Manager Name: Grade: SO1-SO2
Line Manager: Assistant Headteacher
Hours: 36 per week, 52 weeks per year

MAIN RESPONSIBILITIES OF THE POST

To lead, in liaison with SLT, on the provision of all electronic resources, to support Teaching and Learning.

- 1.To lead and line manage the ICT Network Manager, ICT Technical team and Media Resources Officer.
- 2.To advise Senior Leadership Team and Governors on the implementation of the latest new technological resources, to support outstanding Teaching and Learning.
- 3.To provide each faculty with regular support, and training on the latest teaching and learning software, to assist with Teaching and Learning.
- 4.To lead on the implementation of online independent/remote learning for students, liaising with Heads of Faculty.
- 5.To ensure that all new technologies, as used for curriculum and administration, across the school, (including Learning Resource Centre), are effective and efficient.
- 6.To lead and manage the school Reprographics department ensuring it is efficient and cost-effective.
- 7.To maintain and update School Policy documents.
- 8.Designated E-Safety Officer.
- 9.Designated Data Protection Advisor.
- 10.Management of Schools Parent/School communication: Parentmail, Parent Portal (Galaxy), InTouch.
- 11.Working with Recruitment manager on staff recruitment – Job packs and online advertisements.
- 12.To lead and manage the new technologies development (Dev) and maintenance budgets (ITAC).
- 13.To be responsible for the school website (CMS), ensuring that it is regularly updated and Ofsted compliant.
- 14.To lead and oversee implementation of a strategic new technologies 3-5 year plan, liaising with Senior Team and Governors.
- 15.To oversee the technology requirements for school events.
- 16.To meet with the Headteacher, regarding the school's digital marketing strategy.
- 17.Undertake training as necessary.
- 18.Undertake other duties as may reasonably be expected.
- 19.To participate in the school policy of appraisal and staff development.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

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.

Staff Dress Code

Part D - Staff Dress Code

When working with students, all staff are expected to dress in a professional way which reflects the seriousness and professionalism of their role and which avoids conveying confusing or inappropriate messages. Staff should dress in a way that creates a positive image for the School and acknowledges that we are role models for the young people at Chislehurst School.

All staff will be expected to:

- Dress in smart, professional “business” attire, suitable for the workplace and the role they are performing* e.g. suit and tie, shirt/blouse, tailored trousers/skirt, dresses or smart knitwear.
 - Wear safe and appropriate footwear for their role
 - Wear their staff identification badge at all times when on the School site and when on school business.
- *exceptions include staff involved in Physical Education, practical subjects such as Food Technology, technicians and Premises Staff who should wear clothing relevant to their role, but still appropriate for a professional workplace.

Staff must avoid:

- Clothes that could cause embarrassment or discomfort to others e.g. excessively low-cut or sheer items or clothing that displays underwear or the midriff
- Casual clothes more suitable for weekend or holiday wear e.g. denim, “leggings”
- Inappropriate or unsafe footwear for the working environment e.g. backless “flip-flops” during warmer weather
- Displaying body art/tattoos: it is expected that where possible, these should be fully covered at all times during working hours
- Displaying body piercings (with the exception of earlobes): these should be discreet and safe
- Where hair is coloured, it should be “natural” tones.

NB: deviations of the Staff Dress Code should be addressed by the line manager in the first instance

Other events:

- For staff training sessions or revision sessions/other activities during school holidays or outside of normal school working hours, “smart casual” dress is appropriate, depending on the event.
- For school trips, both staff and students should dress in accordance with the requirements of the trip which should be made explicit; the principle that staff should be at least as smartly dressed as the students applies.
- Staff are welcome to take part in charity or school events e.g. World Book Day and should follow the guidance given to students, where appropriate.

“Teachers plan activities that account for pupils’ needs and prior attainment. Teachers hold consistently high expectations for pupils’ achievement and push them to do their best. – OFSTED





How to find us

Chislehurst School for Girls is situated on the east side of Chislehurst , Kent. We are some twenty minutes from the M25/M20 junction 3 and are readily accessible from southeast London.

Our nearest train stations are Chislehurst and Sidcup



Address:
Beaverwood Road,
Chislehurst,
Kent,
BR7 6HE

Telephone: 020 8300 3156

E-mail Address: office@chsfg.co.uk

