



Blenheim

# Curriculum Administration Support

ASAP

Grade 5 – £21,943 - £24,184 FTE



[www.blenheim.surrey.sch.uk](http://www.blenheim.surrey.sch.uk)

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# BACKGROUND INFORMATION

Blenheim High School became Surrey's most improved school for public examination outcomes in 2018, was categorised by Ofsted as 'Good' in all areas in May 2019, has been oversubscribed since 2020 and achieved its best public examinations results in summer 2023. In March 2023, despite the consistently large increase in student recruitment, Blenheim secured the biggest increase in first preference Year 7 applications across Surrey.

Blenheim is a dynamic, exciting and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of 1410 students on roll including over 200 in the Sixth Form. Blenheim is a mixed comprehensive and our reputation in the community is excellent. The intake comprises of students from all surrounding areas with ability levels being favourable; over 40% of all students have high prior attainment at the end of Key Stage 2. In recent years the school's popularity has grown significantly, as detailed below:

Year	2023	2022	2021	2020	2019	2018	2017
Number of Year 7 Students Recruited	248*	248*	248*	248*	234	209	188

\* Waiting lists currently operate in these four year groups.

As a Single Academy Trust Blenheim's features include:

- A 36-week academic year with a fortnight October half term break and a 7 week summer holiday.
- Formative assessment is embedded across the curriculum ensuring students have a clear understanding of their 'next steps'.
- A significant financial reserve, which Blenheim has complete autonomy to invest.
- Modern buildings and infrastructure, that benefitted from £1.75million of investment in 2022/2023.
- A strategic goal prioritising staff well-being, led by the senior whole school well-being lead.
- A comprehensive co-curricular programme prioritising the development of the whole student.
- A Chelsea FC Blenheim Girls' Football Academy that competes in the National Youth Football League.
- A 'Blenheim Ambition' Dance Academy and a Blenheim Golf Academy.
- A 'High Performers' programme to boost student aspirations, independence and career prospects.
- An extended day for Year 11 and Year 13 students until 5pm Monday – Thursday, with complimentary biscuits, squash and pizza.

In 2019, Blenheim was characterised as a 'good' school following a Section 5 Ofsted inspection. Please [click here](#) to read the Ofsted Report. Ofsted commented that the school had excellent capacity to continue improving. The Headteacher, Mr A A Bodell, has made a long term commitment to Blenheim.

Blenheim converted to Academy Status in March 2012 and has developed many community and primary school links. Blenheim is a well-resourced school and is fortunate to have outstanding facilities including modern buildings, large grounds, an AstroTurf pitch, bespoke sixth form facilities and grass football and rugby pitches. Together with a very supportive and well qualified governing body the school continues to prosper. Visitors often comment on the calm, purposeful learning environment that pervades.

Blenheim sets high standards in terms of uniform with several 'non-negotiables' and there are strict expectations regarding behaviour and conduct, both in and out of the classroom. Students can be given up to 1 hour detention on any given day without 24 hours' notice. Ofsted described Blenheim as 'calm, orderly and purposeful' and our students as 'respectful, kind and courteous', which is what those of us who work at Blenheim see every day. The Headteacher has little sympathy for poor standards of student behaviour.

As Blenheim students prepare to take up their place in society they are actively encouraged to become independent learners. Part of this process involves the use of iPads across the curriculum; all teachers and 98% of students own one. Technological evolution is inevitable and this approach is key to ensuring that students develop attributes that will allow them to adapt in a rapidly changing world. The iPad complements daily teaching and allows students to easily access a multitude of interactive and innovative resources both in and away from school.

# BLENHEIM GCSE RESULTS 2023

Blenheim's 2023 GCSE and A Level results broke school records in a number of areas. A combination of well-researched teaching and learning practices, rhythmical assessment and feedback, frequent reporting, well-timed interventions and consistent monitoring of student performance, coupled with an extended day for Years 11 & 13 students, led to the majority of outcomes surpassing those achieved previously.

*'The return to pre-pandemic grading means that national results will be lower than last summer. It will be most meaningful to compare this year's results with 2019, the last year that summer exams were taken before the pandemic.'*

Rachel Taylor, Associate Director, Standards & Technical Issues, Ofqual

## Headline Figures

### GCSE Grade 9 - 4

	Blenheim 2023	Blenheim 2019
5 or more + 9 - 4 incl. Maths & English	66%*	65%
Maths 9 - 4	74%	78%
English Language 9 - 4	76%*	72%
English Literature 9 - 4	75%	78%
Maths & English only 9 - 4	70%*	64%
Combined Science 9 - 4	83%*	71%
Total 9 - 4	70%*	69%

School Record \*

### GCSE Grade 9 - 5

	Blenheim 2023	Blenheim 2019
5 or more + 9 - 5 incl. Maths & English	44%	41%
Maths 9 - 5	52%	58%
English Language 9 - 5	59%*	53%
English Literature 9 - 5	62%*	53%
Maths & English only 9 - 5	49%*	49%
Combined Science 9 - 5	65%*	53%
Total 9 - 5	55%	53%

School Record \*

### GCSE Grade 9 - 7

	Blenheim 2023	Blenheim 2019
5 or more + 9 - 7 incl. Maths & English	10%*	4%
Maths 9 - 7	18%	21%
English Language 9 - 7	22%*	9%
English Literature 9 - 7	24%	12%
Maths & English only 9 - 7	14%*	8%
Combined Science 9 - 7	27%*	21%
Total 9 - 7	23%	17%

School Record \*

# BLENHEIM GCSE RESULTS 2023

English Baccalaureate Curriculum Outcomes (Grades 9 – 5 and 9 - 7).

	Blenheim 2023	Blenheim 2019
Geography 9 - 7	21%	17%
Geography 9 - 5	50%	57%
History 9 - 7	21%	16%
History 9 - 5	50%	35%
French 9 - 7	38%	40%
French 9 - 5	69%	75%
Spanish 9 - 7	34%	36%
Spanish 9 - 5	82%	68%
Computing 9 - 7	60%	12%
Computing 9 - 5	80%	53%

10 Highest Achieving GCSE Students.

Name	GCSE				Destination
	Grade 9	Grade 8	Grade 7	Grade 6	
Student 1	4	4	1		Blenheim Sixth Form
Student 2	3	4	2		Blenheim Sixth Form
Student 3	2	6	1		Sutton Grammar
Student 4	2	5	2		Blenheim Sixth Form
Student 5	4	2	2	1	Esher College
Student 6	3	4	1	1	Blenheim Sixth Form
Student 7	3	3	2	1	Blenheim Sixth Form
Student 8	3	3	2	1	Blenheim Sixth Form
Student 9	3	1	5		Blenheim Sixth Form
Student 10	4	2	1	1	Blenheim Sixth Form

# BLENHEIM A LEVEL RESULTS 2023

A Level Outcomes

	Blenheim 2023	Blenheim 2019
A* - A	23%*	16%
A* - B	50%*	41%
A* - C	76%	71%

School Record \*

L3 BTEC Outcomes

	Blenheim 2023	Blenheim 2019
D*	13%*	6%
D* - D	52%*	25%
D* - M	80%*	50%

School Record \*

10 Highest Achieving A Level Students.

Names	Grades	Qualification 1	Qualification 2	Qualification 3	Qualification 4	Destination
Student 1	A* A* A*	Mathematics	Further Maths	Physics	n/a	Oxford – Physics
Student 2	A* A A C	Biology	Chemistry	Further Maths	Maths	Leeds – Medicine
Student 3	A* A A	Chemistry	Mathematics	Further Maths	n/a	Bristol – Maths
Student 4	A* A A	Chemistry	Mathematics	Further Maths	n/a	D'ham - Primary Teaching
Student 5	A A A B	English Lit	Psychology	Mathematics	History	Nottingham – Law
Student 6	A A A	Drama	Geography	Sociology	n/a	Durham - Geography
Student 7	A A A	Biology	Chemistry	Sociology	n/a	B'ham – Medical Science
Student 8	A* A B	Biology	Further Maths	Mathematics	n/a	Surrey – Maths
Student 9	A A A	Mathematics	Physics	Product Design	n/a	Warwick – Engineering
Student 10	A B Dis *	Biology	Chemistry	BTEC H&S Care	n/a	Applying for Vet Medicine

# JOB PROFILE

**Hour of work:**

Fulltime – Term time only  
39 weeks per year  
Working hours to be discussed at interview

**The Aim**

To provide general clerical & administrative support to the Deputy Headteacher, Assistant Headteachers and Curriculum Area Heads as directed. The post holder will emphasis a Growth Mind set modelling the characteristics of hard work, resilience, constant improvement and being open to new ideas.

**Accountable to**

Director of Finance and Operations & Line Manager – Deputy Headteacher

**Supporting roles**

The Front Office Administrators

**Safeguarding**

To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

## Key Responsibilities

- Provide administrative support e.g. photocopying, filing, emailing, compiling letters and completion of related routine tasks for all curriculum areas within the school.
- Use a range of software to perform these tasks efficiently and accurately including, but not limited to, Microsoft Excel, word, Powerpoint, Publisher, SIMs, PARS, and data packages (SISRA and ALPS) etc.
- Provide administration support for Assistant Headteachers and Heads of Department.
- Maintain and update management information systems and databases including SIMS, PARS and Parent Gateway.
- Managing administrative tasks associated with school trips.
- Monitor and manage data and update internal/external communication platforms.
- Receive telephone calls, relay messages.
- To co-ordinate cover of teaching staff as required on a daily basis.
- To operate the parent gateway as required.
- Attend meetings as required taking and expeditiously circulating minutes and actions.
- Produce reports and data from SIMS and PARS.
- Setting up systems to support whole school administration tasks – detentions, tracking attendance.
- Produce and circulate school communications to relevant stakeholders and wider community.
- Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns).
- Liaise with other staff, pupils, parents/carers and external agencies as appropriate.
- Maintain manual and computerised records and management information systems.
- Ordering and distribution of resources to support the curriculum delivery for all teaching staff.
- Support the reprographics department as required
- Support the delivery of the whole school extended day provision
- Contribute to the planning, development and improvement of administrative procedures and systems by regular evaluation of roles and procedures demonstrating a growth mindset ie 'always wanting to get better'. Typically this would involve one suggested improvement per week.
- Undertake reception and front office duties as appropriate/requested.
- Experience/education/training that clearly demonstrates the knowledge, skills and abilities to perform the scope of job duties of the position.
- Other reasonable tasks as requested by the Headteacher.

### **Person Specification**

- Experience/education/training that clearly demonstrates the knowledge, skills and abilities to perform the scope of job duties of the position.
- Proven success providing excellent administrative, technical, clerical and customer service support functions in a fast-paced environment.
- Excellent written communication skills that include knowledge of proper grammar usage, punctuation, and spelling; ability to proofread and make appropriate edits.
- Ability and experience to perform complex word-processing tasks, including mail-merges, document production/preparation, maintenance and periodic updating of mailing lists and other documents.
- Strong organisational, planning and scheduling skills. Effective analytical and problem-solving skills and the ability to work independently on assigned tasks.
- Strong interpersonal skills.
- Experience working cooperatively with internal teams and external partners.
- Ability to work and make decisions in a team environment, and be a team player; work with the schedules of other staff while being flexible and able to compromise and resolve issues with minimal direction; work professionally with all levels of staff.
- Expert knowledge and skills using Microsoft Word, Excel, and Outlook;
- Ability to work under pressure, meet strict deadlines and effectively manage time to work on multiple tasks in high pressure and short deadline environment, and to adapt to changes in work load demand and priorities.

### **General**

- Demonstrate a keen interest in all aspects of school life.
- To show solidarity by supporting school policy, and the senior leadership team, publicly.
- To challenge school policy, and the senior leadership team, privately.



# THE APPLICATION PROCESS

To apply, please provide a statement of application, briefly outlining achievements to date and detailing why you are the right person for the role given the candidate brief. Please ensure this is no more than two sides of A4. Please email to [recruitment@blenheim.surrey.sch.uk](mailto:recruitment@blenheim.surrey.sch.uk). The deadline for applications is **Friday 6<sup>th</sup> September 2023** with interviews scheduled for the following week.

**The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.**

