



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



I T & Marketing Manager

NJC Scale SO1 £30,585 - £31,557

36 hours per week, 52 weeks per year

We are currently looking for an enthusiastic and passionate I T 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 and to oversee the school's marketing strategy.

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 Monday, 14th February 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 & Marketing Manager

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 (Talaxy), 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 school's marketing strategy.
16. To oversee the technology requirements for school events.
17. To meet regularly with the Headteacher, regarding the school's marketing strategy.
18. Undertake and lead relevant training as necessary, across the school.
19. Undertaking other duties as may reasonably be expected.
20. To participate in the school policy of appraisal and staff development.

This job description is not necessarily 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.

Staff Dress Code

All staff are aware that they should dress professionally at all times. Naturally, expectations vary according to the specific role carried out by each member of staff, and it has been felt that some guidelines would be useful to ensure clarity about these expectations. As a general principle, we should never dress less formally than students in any given situation. For example, if students are in school uniform, we should be at least as smart as they are and business-like.

For Ordinary School Days

Ties and suits are expected; no staff should be dressed more casually than an open-necked shirt/blouse and tailored trousers/skirt. Dresses are acceptable, as is smart knitwear. Staff should not show underwear, midribs or wear excessively low-cut tops. Shoes should be safe e.g. no open-toed shoes in Product Design or Science rooms, no flip-flops, no extremely high heels. Only staff involved in Physical Education activities should wear Physical Education clothes e.g. shorts/trainers, and these should be practical, (Physical Education kit is available for all staff who need it). No visible body piercings (other than ears) or body art (other than, exceptionally, for religious/cultural reasons). Future employees should not have them and existing staff should not have any done. Only premises staff and technicians can wear denim or other work-related appropriate dress. This would also be appropriate wear during the school holidays, for those staff who are on-site. For practical subjects i.e. DT and Food, steel toe-capped boots, chefs' whites and clogs should be worn, as appropriate to the task.

For School Trips

If the students are in school uniform for the trip - see above. If the students are in more casual clothes because the activity is more strenuous, likely to involve getting dirty or they are on a residential trip (although school uniform might be appropriate here too, for say a sports tour or music performance), then the principle that staff should be at least as smart as the students, applies. Specifically, if the students can wear denim or trainers, so can staff, or if students cannot wear shorts then neither can staff. It is useful to remember the impact of the whole party on members of the public, both students and staff, and guidelines for dress should be issued with the initial letters for trips.

For After-school, Holiday Activities & Training Days

For Parents' Consultation/Review meetings, Information Evenings, Open Evenings and other events which parents, students, and members of the public would attend, the dress code should be as for ordinary school days, even if students are not in uniform for most of these events e.g. concerts and performances. Exceptions might include Physical Education activities and performances requiring costume. For revision sessions etc, staff would be expected to dress, at least, as 'smart casual'.

For Non-uniform Days Staff should follow guidelines given for students and should make a donation to the specified charity. Staff are encouraged to contribute to special events e.g. National Book Day, by wearing costume if they wish.

"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

