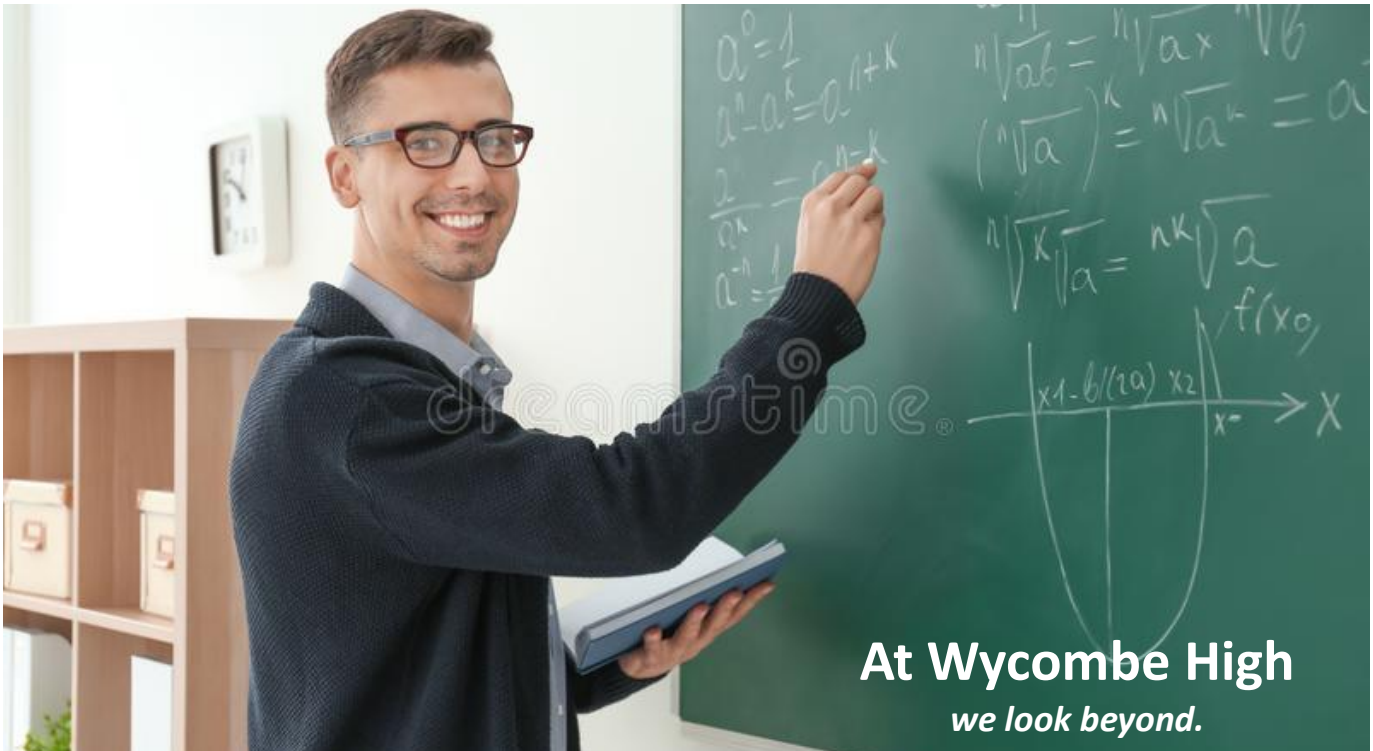




Wycombe High School

~ Girls' Grammar School ~



Appointment of **Curriculum Support/Cover Officer**

Part time: 2-3 days per week (must include Thursdays and Fridays)

REQUIRED for September 2023

Term Time, plus pro-rata Inset Days (39 weeks per annum)

BUCKS PAY SCALE 3 Point 16 - Point 20

£24,310- £26,295 per annum, pro-rata

(actual salary is £8,357-£9,040 for 2 days (15 hours) per week

and £12,536-£13,560 for 3 days (22.5 hours) per week)



Mind 2022-2023 Gold Award Winners

There is also an extremely generous pension scheme for staff at Wycombe High School

APPLY AT WWW.WHS.BUCKS.SCH.UK/VACANCIES

**Wycombe High School:
The Sunday Times Parent Power
'Secondary School of the Year 2023'**





The Role

We are seeking to appoint a proactive and enthusiastic individual who will complement our Curriculum and Cover Team. Someone who will provide an effective and efficient cover service to the school.

The successful candidate will have great customer service skills, be a good communicator and enjoy working in a busy, lively environment within a role which offers a lot of variety.

This is a hands-on role, working alongside other Cover Officers who have many years' experience within this area, some of whom are qualified teachers.

KEY DATES:
Deadline for applications
09:00 hours Wednesday 30 August 2023

The successful candidate will be an excellent administrator, providing curriculum support where needed.

At Wycombe High School, staff wellbeing is at the top of our agenda. We are proud to work alongside Mind, the mental health charity, and in 2022-2023 we received the Gold Award which is given to employers who have '*successfully embedded mental health into their policies and practices*'.

This is a great opportunity to work in a friendly, vibrant, outstanding all girls' grammar school, voted the Sunday Times Parent Power '*Secondary School of the Year 2023*'.

Interviews will take place:
Week commencing 4 September 2023



The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in.

The characteristics that we are looking for include:

- ◇ Qualified to Level 3 or above
- ◇ Knowledge and confident use of software packages including SIMS (training can be given), MS Office, Excel and Outlook
- ◇ Familiarity with the education system and the professional code of conduct for teachers / staff
- ◇ Excellent communication skills, including administration, oral, written and telephone skills
- ◇ Good interpersonal skills
- ◇ The ability to relate well to adults and young people
- ◇ Able to prioritise workload and work quickly and accurately under pressure
- ◇ Proactive and able to work on own initiative
- ◇ Able to work independently but also as part of a team
- ◇ Professionalism and the ability to work within defined standards and procedures
- ◇ Innovation, identifying alternative ways to resolve issues, improve standards and procedures
- ◇ Courteous, discrete and respectful of confidentiality
- ◇ An eye for detail
- ◇ Positive, 'can do' attitude to work
- ◇ Experience of delivering a high quality, responsive service
- ◇ Experience of working in a busy environment with people of all ages
- ◇ Committed to the ethos, vision and values of Wycombe High School.

KEY DATES:

Deadline for applications

09:00 hours Wednesday 30 August 2023

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Week commencing 4 September 2023



How To Apply?

The application form can be found on our website:
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form in which you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

SEND COMPLETED APPLICATION VIA EMAIL TO:

Mrs N. Renyard, Headteacher,
Wycombe High School,
Marlow Road,
High Wycombe,
Bucks, HP11 1TB

Email: hr@whs.bucks.sch.uk

KEY DATES:

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REFERENCES

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

SAFEGUARDING

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

Interviews will take place:

Week commencing 4 September 2023

Pay and Conditions

PAY SCALE

Bucks Pay Scale 3 point 16-20

£24,310—£26,295 per annum, pro-rata
[£8,357—£9,040 (2 days) or £12,536 -
£13,560 (3 days) actual annual salary]

Hours of work are **15** hours (2 days) or **22.5** hours (3 days) but must include Thursdays and Fridays. The role is for 39 weeks per year i.e. Term Time and pro-rata Inset Days .



Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, a scheme which offers exceptional employer contributions (22.8%) and benefits.

We also provide an Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

EQUAL OPPORTUNITIES

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Governors for monitoring this policy.

The school operates an Equality Cohesion Scheme.

SMOKING AND ALCOHOL

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

DRESS CODE

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff.

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Benefits



Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their Gold award for employers who have :
'successfully embedded mental health into their policies and practices.'



Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



Employee Assistant Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.



MHFA England

Mental Health First Aiders

We currently have four trained members of staff who are available to offer support and guidance to employees who need it.



D.A. Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations, to reduce the risk of domestic abuse.

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Benefits



Onsite Car Parking

Car park facilities are onsite, available to all staff at no cost.

Pension

Generous Employer Pension Contributions (22.8% employer contributions)

Non-teaching staff are auto-enrolled in the Local Government Pension Scheme which offers exceptional employer contributions and benefits.



Cycle Scheme:

A tax-free benefit for all staff, enabling them to purchase a new cycle or e-bike via salary sacrifice.

Staff Wellbeing Initiatives:

We have a thriving Staff Association, and four Mental Health First Aiders, who organise social events for school employees such:

- * Christmas Party
- * End of Term Celebration
- * Yoga (subsidised, onsite classes)
- * Two Academy Days
- * Social breaktimes, with food provided to staff
- * Onsite subsidised canteen
- * Freshly brewed coffee in the staffroom at breaktime
- * Corporate leisure centre membership (reduced cost to staff)
- * The Virtual Staffroom: a platform for staff to keep connected online
- * Bingo!
- * Ten Pin Bowling
- * Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)

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At Wycombe High School, we

Look beyond the traditional grammar school.
Look beyond league tables and examination results.
Look beyond stereotypes and conventions.
Look beyond a world where futures are fixed.

At Wycombe High, we *look beyond.*



Marlow Road, High Wycombe
Buckinghamshire HP11 1TB

T: 01494 523961
Email: hr@whs.bucks.sch.uk

Visit our website at:
www.whs.bucks.sch.uk

Follow us on Twitter @WycombeHighSch

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