

BURNHAM GRAMMAR SCHOOL

EMBRACING CHALLENGE



Heads of House Administrative Support

JOB APPLICATION PACK



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How to apply:

Please download an application form from our website and send your completed form to:

Mrs Anjna Pankhania

Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to vacancies@burnhamgrammar.org.uk

<http://www.burnhamgrammar.org.uk/231/vacancies>

Please note we do not accept CVs

Closing Date: 10am Monday 13 July 2020

Interview Date: Wednesday 15 July 2020

It is the normal practice for references to be obtained before any formal interview.

Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

Thank you for the interest you have shown in this vacancy

HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for the post.

In June 2017 Burnham Grammar School created a multi-academy trust called the Beeches Learning and Development Trust in which it is the lead school and currently comprises Burnham Grammar school and Dorney School, a primary which is sponsored by the trust.

Members of staff, students and parents at Burnham Grammar School believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a real joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. We have continued to build upon this community atmosphere, which was noted by Ofsted in March 2017:

“The learning atmosphere is very positive and pupils are confident, self-motivated, keen to learn and not afraid to make mistakes. They exemplify the school’s motto of ‘Embracing Challenge’ ”

The staff is a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that “The headteacher’s commitment to involving staff at all levels in the school’s development is nurturing a loyal and dedicated staff.” Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help career progression through personalised and targeted professional development. The involvement of the staff in the running of the school and in the development of key policies, and also our efforts to support a work-life balance, have most recently been reflected in us retaining the prestigious Investors in People Gold Award. We hope that the successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

You will see from our last Ofsted inspection of February 2017 that we were judged at the time to be a Good school ([Ofsted Inspection February 2017](#)). Whilst our community was pleased that Ofsted recognised the improvements that we had made in all areas in the previous five years, they were also unanimously resolute in continuing on the journey of improvement. Since this time the standard of teaching and learning has improved even further as judged by Development Walks and formal observations. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice. This has increased the quality of learning, which is also reflected in our significantly positive progress measures at both GCSE and A level in 2018 & 2019. We are now entering an exciting stage in the school’s development with a unwavering determination to be rightfully recognised as an Outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student day in day out, both inside and outside of the classroom.

In addition, we are about to embark on a £20million rebuilding programme through a combination of Conditions Improvement Fund and Priority Schools Building Programme 2 grants which will transform facilities over the next two years. This will provide both staff and students with world class facilities to inspire and support their learning

HEADTEACHER'S LETTER

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to be recognized as an exceptional school leading the development of practice nationally. Candidates for this post will already be outstanding practitioners or possess the qualities and desire to become outstanding. We are able to offer personally tailored CPD and development that is nationally recognised as exceptional and was highlighted in the [Investors in People Gold](#) award report of November 2017.

We are, of course, proud of our examination results but students' education at Burnham Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a number of national awards such as the Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award.

We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school, and encourage them to add to our students' experiences.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are exceptional. We provide the support and reassurance for our students to develop the resilience and mindset to strive to be their very best. Our school aims are summarised by the overarching statement:

“Embracing Challenge”

Our students are constantly challenged and supported to learn from their mistakes to ensure that they fulfil their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

Yours sincerely



Dr A Gillespie
Headteacher

JOB ADVERT



Embracing Challenge

Burnham Grammar School

"Pupils are confident and proud of their school and are keen and resilient learners." (Ofsted March 2017)

Heads of House Administrative Support

Bucks Pay Scale 3 £22,245 - £24,059 pa FTE

(Pro Rata)

37 hours per week

Permanent, Term Time + 2 weeks

**Required for
September 2020**

**11-18 Mixed Grammar School
NOR 1075
(6th Form 290)**

"The learning atmosphere is very positive and pupils are confident, self-motivated, keen to learn and not afraid to make mistakes. They exemplify the school's motto of 'embracing challenge' " (Ofsted March 2017)

Lead school in small MAT

**2019 A Level:
86% A*-C grades
62% A*-B grades**

**2019 GCSE:
99% 9 to 4
60% 9/7 grades**

2 out of 3 students achieved 5 or more 9-7 grades at GCSE over the last 3 years

We are offering you:

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- Exceptionally well-resourced department
- An enthusiastic, supportive and friendly department
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD

We want from you:

- The ability to work independently and demonstrate initiative as required
- The ability to work to deadlines and prioritise tasks
- Good level of ICT competency
- An effective communicator and team worker
- Excellent attention to detail
- Experience of working in schools is desirable but not essential
- An awareness of school pastoral systems

"The personal and social aspect of the curriculum is particularly strong and helps pupils to stay safe, prepare for examinations and to become responsible citizens of the future" (Ofsted March 2017)

Closing date for applications: 10 am on Monday 13 July 2020

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to Mrs A Pankhania by email or post. Please note we do not accept CVs.

E-mail: vacancies@burnhamgrammar.org.uk

Website: www.burnhamgrammar.org.uk

JOB DESCRIPTION

JOB TITLE: Heads of House Administrative Support

LOCATION: Burnham Grammar School

GRADE: Bucks Scale: 3

37 hours per week; Term Time + 2 Weeks

DEPARTMENT: Admin Support

REPORTS TO: Deputy Headteacher (Pastoral)

POSTS SUPERVISED DIRECTLY: NA

MAIN PURPOSE OF JOB:

1. To manage and co-ordinate the diary of the Heads of House and be the primary liaison point for pastoral enquiries from students, staff and parents.
2. To provide a confidential administrative service to the Heads of House.
3. To assist in managing the pastoral report procedure
4. To assist in implementing punctuality and attendance procedures
5. To provide administrative support to the HR & Recruitment Officer on interview days.
6. To organise and administer the school's academic review days.
7. To manage the organisation and admin for the school detentions system.

DUTIES AND RESPONSIBILITIES:

Heads of House Administrative Support Officer

1. Assist to coordinate and manage the Heads of House (HOH) diary, using paper based and Outlook ICT systems, including the coordination and management of any school events
2. Maintain the HOH files, records and documentation in an organised and systematic basis, paper based and electronic, on a regular basis to ensure it is kept up to date. Maintain appropriate filing systems for own work to ensure documentation is easily retrievable and to stick rigidly to agreed SIMs protocols.
3. To ensure all telephone calls are dealt with effectively and relevant information passed on to the appropriate person where necessary and to check that the HOH have responded within appropriate timescales. Liaise, with tact and diplomacy, with other school staff and others outside the school, particularly staff, parents, students, governors and representatives of the LA and the local community generally.

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JOB DESCRIPTION

4. Liaise with students and/or parents by telephone or email in issues of a confidential nature.
5. To locate students and get them to write statements ensuring that they are not able to collude and that the statements describe what they have seen, checking the content and that they are dated and signed.
6. To summarise series of statements and brief HOH on their contents.
7. To compose standard letters on the direction of the HOH who will proof read and sign them before sending.
8. To assist the HOH in the collection from teachers and delivery of work to students on internal exclusion and ensuring that HOH are kept informed of the students attitude and work ethic via liaison with the Office Manager.
9. To print certificates using the proformas to support Celebration Assemblies and to liaise with the HOH, stage crew and relevant staff to arrange performances and running orders.
10. Ensure that matters of significance are quickly and professionally brought to the Heads of House's attention. This will include arranging, and minuting as required, all meetings including those of a confidential nature and any subsequent administrative tasks.
11. Under the direction of the HOH, prepare internal and external exclusion paperwork, and maintain the pastoral checklist on SIMS. This will include the organisation of work for both Internal and external exclusion.
12. In consultation with the HOH, assist in managing Student Voice activities, including Academic Review Day surveys.
13. Assist the Office Manager in managing complex projects on behalf of the Headteacher which will include Junior and Senior Speech Days, Induction Day, celebration assemblies and Open Evening.

HR & Recruitment Support

14. To welcome the candidates to the school as directed and ensure that they are informed of the timetable of activities and to answer or pass on any initial queries to the HR Officer.
15. To organise candidates on the day of interview so they attend the correct activity at the correct time.
16. To ensure that all students and staff are aware of their involvement, responsibilities, including HODs arranging lessons to be observed, roles and timings on interview days and to report any issues to the HR officer immediately.
17. Organise refreshments for candidates on the day of interview.
18. Pass on any candidate requests to the HR & Recruitments officer.

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JOB DESCRIPTION

SIMS.net

19. Under the direction of Heads of House upload pastoral checklists to student files and complete communication logs.
20. All data stored or shared adheres to GDPR requirements.
21. Carry out regular housekeeping procedures in SIMS to ensure that data is accurate and up-to-date.
22. To manage the organisation and admin for the school detentions system.
23. To participate in regular meetings with the pastoral team and communicate actions to the relevant staff members.

Academic Review Days

24. Organise and administer the school's academic review days which includes organising appointments for all students and communicating these to parents and staff.

Attendance

25. To assist the attendance team to investigate unauthorised attendance.
26. To quality assure the punctuality process by ensuring anomalies in the AM register are investigated.
27. To ensure punctuality consequences are recorded on SIMS and escalated where stated in the attendance policy.

General

28. Meet the Data Standards competency required by the post.
29. Follow school policies and procedures especially those relating to child protection, health and safety and ensure that all actions meet the Data Protection Act and the requirements of GDPR using the school policy and relevant Privacy notices.
30. Respect confidentiality issues linked to home/students/teachers/school work and to keep confidences where appropriate.

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JOB DESCRIPTION

31. Have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concerns to attention of the Finance Director.
32. Assist the senior leadership team in reviewing, modifying and implementing systems as and when required.
33. Carry out any other reasonable professional duty as requested by the Headteacher.
34. Ensure filing of all documents related to individual students, including letters, emails, contact forms and evidence to support any exclusions.
35. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.
36. To update or edit sections of the school website as directed.

Date prepared 16/6/2020.....

This document must not be altered, without consultation with all relevant parties, once it is signed.



PERSON SPECIFICATION

Qualifications and knowledge	Essential	Desirable
General secretarial/administrative	√	
Child protection and safe working practices.	√	
Knowledge of school (general) pastoral systems		√
Educated to GCSE level with Maths and English at Grades A*-C or equivalent	√	
Good numeracy and literacy skills.		√
Skills and abilities	Essential	Desirable
Ability to develop and maintain efficient record keeping systems.	√	
Communicate effectively with staff, students and parents	√	
Excellent planning and organisational skills to include time management	√	
Experience with Microsoft Office systems, specifically Word, Excel & PowerPoint	√	
Computer literate, with particular skill in using Microsoft Office	√	
The ability to write clearly and concisely and to produce and maintain documents and systems		√
Ability to take personal responsibility for organising day to day targets	√	
Ability to demonstrate basic keyboard skills for accurate computer input and retrieval	√	
Experience	Essential	Desirable
Experience of SIMS		√
Administrative or secretarial experience	√	
Personal Qualities	Essential	Desirable
Able to work as part of a team but also confident in using initiative.	√	
Flexibility to adapt to change whilst maintaining predefined standards.	√	
The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.		

Please find below the link to our vacancies page on our website where you can download our application form for completion.

<http://www.burnhamgrammar.org.uk/231/vacancies>

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

[Investors in People Report](#)

We are proud of our development of our staff



Investors in People Gold Award in 2014 & 2017

Gold Employer of the Year 2015 - Finalist

South of England Champion 2015

Only 3% of schools hold the Investors In

