



# Wycombe High School

**Required as soon as possible**

## **Appointment of Student Support Administrator**

**(full time, term time)**

**(37 hours per week, 39 weeks per annum)**

**Bucks Pay Range 3**

**£21,808 - £23,570 per annum, pro-rata**

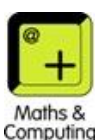
**(actual salary £18,494—£19,989)**

**Plus very generous pension scheme**

**At Wycombe High, we look beyond.**



## **Candidate Information Booklet**



# School, Vision and Ethos



Wycombe High School is a girls' selective state academy school with 1304 students on roll, of whom around 400 are in the Sixth Form. Each year 192 girls are admitted into Year 7. All students are assigned to a vertical tutor group consisting of about 21 students; usually three students from each year group. There are six houses with 10 tutor groups in each house. Our school is part of the Wycombe High School Academies Trust; a Trust consisting of Wycombe High School.

The school has educated girls of High Wycombe for over a hundred years and is very highly regarded in the local and wider community. There is a strong and shared sense of community and collective pride, built on core values. Parental support is strong. We have excellent links with other local schools, colleges and universities. We have a knowledgeable and supportive Governing Body fully involved with all aspects of school life, and an enthusiastic and active Parents and Friends Association.

Our staff are professional, forward-looking and committed to extending the horizons of our students, encouraging them to aim high, to take on leadership roles and to become independent learners. We have an ambitious development plan, with a focus on improving the quality of teaching and learning, both within and beyond the classroom.

We are a National Support School, a Teaching School and one of 35 Mathematics Hubs nationally. We are delighted to have been recently designated as a National Mathematics and Physics SCITT in 2017 and have strong community partnerships. We have invested substantially in IT systems and training. We also have an outstanding reputation for the performing and visual arts. Numerous educational visits take place each year and for every age group, at home and abroad.

**Our school motto summarises our ethos and sense of community. All those who study, work at, or send their children to our school are part of this community and are role models for our ethos.**

## Our Vision

A school where students relish challenge, chase excellence and inspire those around them at every stage of their lives.

## Our Mission

We build an ambitious and compassionate community of people who contribute eagerly to school life. We provide opportunities which propel our students out of their comfort zone, whilst supporting them at every stage and guiding them towards diverse futures.

## Our Values

### Infectious Joy

School days should be 'the best days of your life'. We create a joyful environment where each girl can experience the thrill of success, seek opportunities that make her smile and develop long-lasting friendships.

### Limitless Ambition

We reject the notion that there is anything in the world that a girl 'cannot' do or 'should not' strive for. We galvanize every girl to be boldly brilliant in whatever she wishes to achieve, pushing her limits without fear of failure.

### Insatiable Curiosity

For us, learning is a process which extends beyond your time at school; it's a lifelong passion. We aim to uncover a thirst for discovery in our girls, whatever their chosen subject(s) might be. We prepare our girls to think big and think globally.

### Generous Spirit

We champion a collective and collaborative spirit. We provide an unbreakable support network, sharing in our girls' successes and enabling them to bounce back from time of difficulty.

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.**



# What Makes Our School Unique

All our students are high-achieving; almost all move on to their first choice degree courses or high level apprenticeships at the UK's best universities of employers. Some study indeed internationally.

Whilst there are always differences in results year to year, in 2018 we were once again one of the top performing schools nationally.

About half our students come from the town of High Wycombe, a diverse community which is reflected in our intake. 42% of students are from ethnic heritage backgrounds. Buckinghamshire is a selective authority, and our students represent approximately the top third of the ability range as measured by the selection process.

Well-motivated, confident and enthusiastic, our students are a delight to teach. They need little encouragement to take part in a very wide range of extra-curricular activities, including the arts, sports, community service and enterprise. The atmosphere within the school is purposeful and lively. Enjoyment is clearly evident. Our students work in partnership with staff to continually improve our learning environment and experience. They willingly embrace the many leadership opportunities available and take an obvious pride in their school and each other.

You can find further information about the school on our website at [www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk) and you are welcome to visit us.

Student testimonials:

*'It's a very friendly environment, I love the community feel, love the café'*

*'Pastoral care!!!! Please keep being so accessible to people not feeling 100%, it helped so much!'*

*'Subject knowledge of teachers is outstanding, and they willingly give their free time to support learning, e.g. 'drop in' sessions'*

*'As students, we have a profound appreciation of the way in which diversity is respected, valued and developed.'*

*"Wycombe High School is an outstanding school that is held in high regard by all its stakeholders. There is a spirit of cooperation and harmony with warm and trusting relationships between staff and students. There is a very clear vision for the school as a learning school. It is pupil centred and based on high expectations, inclusion, strong moral values and embraces the challenges of a changing society".*

*Exceptional Schools Award 2014*



# The Role

The Student Support Administrator reports to the Student Support Team Leader.

## Main duties and responsibilities of the post:

1. To be the first point of contact for students and parents on attendance, pastoral and medical related enquiries.
2. To provide support for Heads of House / Year and their tutor teams, including meeting with students and parents.
3. To carry out administrative tasks for Heads of House / Year, including typing of letters, updating spreadsheets, filing, making and receiving telephone calls and sending email alerts to staff.
4. To assist with whole school attendance.
5. To liaise with external agencies as required.
6. To collate work for absent students.
7. Develop and maintain spreadsheets or databases as required.
8. Keep student records up-to-date and file information promptly and appropriately.
9. Plan, organise and assist with house, year group and school events.
10. Take responsibility for general behavioural issues including uniform, jewellery and attendance at lessons.
11. Take responsibility for a particular specialist area, to cross key stage boundaries, for example detentions, 'Praise on a postcard'.
12. Provide support for other colleagues in Student Support Services, including medical and other back-up.
13. Undertake First Aid training as required and keep it up-to-date.





## The Person



We are looking for the right person to fill this vacancy; you are looking for the right school to work in. We hope that this booklet gives you a flavour of Wycombe High School. To help you in your application we show below the characteristics that we are looking for when reading the applications and at the interview.

### Person specification

- Education to Level 2 or above (or equivalent)
- High level of literacy
- Be an excellent communicator and have an excellent level of oral and written skills
- Extremely well-organised with an ability to multi-task
- Ability to maintain a high level of confidentiality
- Committed to the ethos of Wycombe High School
- Keen to develop own career and accept responsibility
- Confident user of ICT
- Evidence of good relationships with young people and adults
- Able to work calmly and effectively under pressure
- Self-motivated and hard working
- Proactive and able to use initiative
- Ability to work well as a member of a team
- Good health and attendance record
- Wide outside interests
- Positive outlook and attitude
- Good sense of humour

## History & Governance



Wycombe High School was first opened in September 1901 when there were only 18 fee paying students and 3 staff. Miss Mary Christie M.A. was the first headmistress. The School was first housed in a building known today as Clock House in Frogmoor, High Wycombe. The building still stands today.

The school moved to Benjamin Road in 1906 where it remained for 50 years, except for a time during the First World War when it was evacuated to the old grammar school so that Benjamin Road buildings could be used as a military hospital.

By 1922 the school had 300 pupils and was rapidly expanding. The school acquired its status as a Voluntary Controlled Girl's Grammar School in 1944. By 1956 the number of girls wishing to attend the school was so great that the school moved again to new premises that were built at the present site on Marlow Hill. In 1969 a dedicated Sixth Form Centre was built

In 1993, new buildings were added to allow for the extra 300 pupils and staff that arrived when Lady Verney High School joined with Wycombe High in 1993, with new Technology, Sport and Drama blocks. In 2006 the Wainwright Learning Centre opened. This houses our well resourced library, conference facilities, the school archive and an Internet café.

Our new Music Centre contains a large performing and rehearsal space, as well as 14 practice rooms and a technology and recording studio. This building will act as a catalyst for further facilities work. With 1304 students to house our site continues to evolve.

Wycombe High School's Governing Body consists of 12 governors and the Headteacher.

In 2012 Ofsted stated "The Governing Body works strategically and highly effectively to support and challenge the school."

Governors share collective responsibility for the effective governance and development of Wycombe High School, setting our strategic direction and major policies in accordance with the Group's mission, vision and values.

Governors also liaise with subject teams to triangulate information shared and contribute to the recruitment process of the school.

*"This is an outstanding school... the Sixth Form is outstanding... the quality of teaching is outstanding. (Teachers) are highly effective in meeting the needs of learners and promoting rapid and sustained progress. (They) use their expertise and excellent subject knowledge to plan lessons and engage students".*

*Ofsted, June 2012*

*The leadership and management of leaders across the school and the governing body are outstanding. There is clearly communicated ambition for all students to reach the very highest standards".*

*Ofsted, June 2012*

# How to Apply



To apply for this post, please complete the application form and a letter supporting your application. In your letter 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. We will be pleased to show prospective applicants around school during the week before the deadline for applications. If you are interested in a preliminary visit of this kind you should ring the school for details.

## Completed applications should be sent to:-

Mrs S Cromie  
Headteacher  
Wycombe High School  
Marlow Road  
High Wycombe  
Bucks, HP11 1TB

**An Application Form can be found on our website:** [www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)

## 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).

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.

## Staff Wellbeing

Our staff are very important to us and Wycombe High School ensures employee wellbeing is high on our agenda. This has been acknowledged by the charity MIND, who awarded us a Silver Award in the MIND Workplace Wellbeing Index for 2018-2019. We have weekly staff wellbeing briefings, a host of subsidised activities for staff such as yoga and pilates, a bi-termly People Matters magazine highlighting and promoting staff achievements and celebrating all that we do well. We also have two staff mental health first aiders to provide support and guidance when needed, in line with our Wellbeing Policy.





## Pay and Conditions



### Pay Scale

Bucks Pay Scale 3  
£21,808 — £23,570 per annum, pro-rata  
(actual salary £18,495—£19,989)  
(plus a very general pension scheme)

Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, which offers exceptional employer contributions and benefits. The School also provides a generous holiday entitlement, with the opportunity to take some holiday in term time.

### 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 timetabled 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. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.

*"An extensive programme of coaching and training, including opportunities to share good practice across schools, supports staff development. Arrangements for the management of performance are robust".*

*Ofsted, June 2012*



## Key Dates



### Key Dates

Deadline for Applications: **9am on Friday 18 October 2019**

Interviews will be held on: **Wednesday 16 October 2019 and week commencing 21 October 2019**

Candidates will be advised by the end of the day on **Monday 14 October** if they have been successfully shortlisted for interview on 16 October, and by the end of the day on Friday 18 October if they have been shortlisted for interview the following week.

Candidates who have not heard from us by the above dates should assume their application has been unsuccessful on this occasion.

*Please note we reserve the right to close or extend this position depending on the number of applications received.*

**Headteacher: Mrs S Cromie  
Wycombe High School  
Marlow Road  
High Wycombe  
Buckinghamshire  
HP11 1TB**

**T: 01494 523961**

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