

BURNHAM GRAMMAR SCHOOL

EMBRACING CHALLENGE



SCHOOL ADMINISTRATOR

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: 10 am Monday 1 July 2019

Interview Date: Wednesday 3 July 2019

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 with over 50% of observations being judged as outstanding. 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 results with a 12% increase in A*/A grades at GCSE between 2013 and 2018. 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.

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 go beyond outstanding. 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 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)

School Administrator

37 hours per week

Permanent, Term Time + 2weeks

Bucks Pay Scale 2

£19,077 - £21,428 pa FTE (Pro Rata)

Required for

September 2019 or sooner

**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

**2018 A Level:
84% A*-C grades
62% A*-B grades**

**2018 GCSE:
99% 9 to 4
54% 9/7 grades**

2 out of 3 students achieved 5 or more A*/A or 9-7 at GCSE over the last 4 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 and friendly department
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD
- Potential for additional work and training as a clerk for the school governors

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

Closing date for applications: 10 am Monday 1 July 2019

Interviews: Wednesday 3 July 2019

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

JOB DESCRIPTION

JOB TITLE: School Administrator

LOCATION: Burnham Grammar School

GRADE: Bucks Scale: 2

37 hours/39 weeks per year + 2 weeks

DEPARTMENT: Admin

REPORTS TO: Headteacher's PA/Office Manager

MAIN PURPOSE OF JOB:

1. To provide an efficient and effective administrative support service within the school, specifically to administer all aspects of the job relating to departmental and pastoral support.
2. To deliver a quality administrative service to meet departmental requirements within the school. Ensuring the delivery of a responsive service by reacting to and meeting a range of fluctuating pressures and daily demands by adhering to deadlines and targets.

DUTIES AND RESPONSIBILITIES:

1. To provide general administrative support relating to Parents Evening, Open Days and Induction Events.
2. To produce the Options Booklet and new Admissions booklet in conjunction with the Heads of House/Whole School Pastoral Manager.
3. Produce all student certificates for celebration assemblies and compile the PowerPoint for each end of term House Assembly.
4. To undertake any admin tasks relating to the coordination of work across the Multi-Academy Trust.
5. To attend the Staff Briefing, minute the meeting and distribute copies within 24 hours.
6. To populate the Morning Buzz daily with submissions from staff and students ready for the next working day.
7. To populate and distribute the weekly staff Insight document with information from members of staff and SLT.
8. To assist in sending out the 'September Bundle' letters at the beginning of the academic year. This includes ensuring that the information is correct and approved by the SLT.
9. Oversee the collation of and input onto SIMS the student information sheets: GDPR co sent forms, Home School Agreement, Medical information, Data Collection Sheet changes where necessary, ensuring all student records are correct.

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JOB DESCRIPTION

10. Collate the Levels/Grades Ladders booklet for distribution at the beginning of the academic year.
11. Carry out all aspects of administration for the Staff Handbook to ensure its distribution as soon as possible each academic year. This includes maintaining the MAT and school specific policies spreadsheet and folder, ensuring the most up to date versions are available to staff and on the website, and chasing policy leads for updates and new versions.
12. Oversee the collation of survey responses under the direction of SLT.
13. Providing administrative support for the Deputy Headteacher's including work in Assessment Manager where necessary.
14. To deal directly with parents, students, teachers and outside agencies and professionals appropriately with sensitivity and confidentiality, with due regard to customer care and school policies.
15. To deal with telephone callers, take accurate telephone messages, appraise and action emergencies.
16. To provide advice and guidance to teaching staff regarding administrative procedures
17. To assist the Headteacher's Personal Assistant/Office Manager in reviewing, modifying and implementing systems as and when required.
18. To ensure confidentiality at all times adhering to the Data Protection Act.
19. To carry out any broadly similar duties as may be required from time to time, including being a cover for reception staff on an ad hoc basis.
20. To have due regard to health and safety of self, staff, students and visitors and have responsibility for brining matters of concerns to the attention of the Health & Safety Coordinator.
21. To occasionally escort and supervise students on educational visits and out of school activities.
22. To write a procedures document for the post of School Administrator.
23. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.
24. To update or edit sections of the school website including, but not limited to, policy changes, letters home, subject and curriculum information.

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JOB DESCRIPTION

General

25. Meet the Data Standards competency required by the post.
26. 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.
27. Respect confidentiality issues linked to home/students/teachers/school work and to keep confidences where appropriate.
28. 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.
29. Assist the senior leadership team in reviewing, modifying and implementing systems as and when required.
30. Carry out any other reasonable professional duty as requested by the Headteacher.
31. Ensure filing of all documents related to individual students, including letters, emails, contact forms and evidence to support any exclusions.
32. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.
33. To update or edit sections of the school website as directed.

PERSON SPECIFICATION

| School Administrator Person Specification | | |
|--|-----------|-----------|
| Qualifications and knowledge | Essential | Desirable |
| General secretarial/administration | √ | |
| Child protection and safeguarding practices | √ | |
| Ability to travel to other sites | | √ |
| 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 and Power-Point | √ | |
| 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 including, Assessment Manager | | √ |
| Administrative or secretarial experience | √ | |

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PERSON SPECIFICATION

| 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



Gold Employer of the Year 2015 - Finalist

South of England Champion 2015

Only 3% of schools hold the Investors In

People Gold award.

