



# Wycombe High School

~ Girls' Grammar School ~



At Wycombe High  
*we look beyond*



## Appointment of **Reception Administrator** (Mondays & Tuesdays 08:15—16:15)

**REQUIRED for September 2023**

**Bucks Pay Scale 1b, pt 10 (currently £21,223 pro rata for 40 weeks i.e. term time, plus two Inset Days, plus two days for August exam results /part time hours is an actual annual salary of £7,479)**



**Mind 2021-2022 Silver Award Winners**

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

**APPLY AT [WWW.WHS.BUCKS.SCH.UK/VACANCIES](http://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 Reception Administrator to maintain a high quality reception service so that visitors to the school are managed appropriately and requests for help from students and staff are dealt with courteously and in a timely manner.

This is a job share position, working two days per week, providing support to all teaching staff as part of the request for assistance process.

The successful candidate will carry out secretarial and administrative tasks, such as collating, photocopying and filing; make and receive telephone calls; and provide support for colleagues in the education support team with the organisation of events.

The successful candidate will produce the daily student bulletin, amending slides as necessary.

## KEY DATES:

**Deadline for applications**

**Wednesday 21 June 2023, 9:00am**

He/she will oversee all mail and organise couriers when required.

They will train student ambassadors and arrange the rota for students assisting on Reception.

Knowledge or experience of working in an educational environment, and with young people, is desirable but not essential. Assistance Programme.

In recognition for its work on mental health, Wycombe High School is a Mind Index Silver Award holder.

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'.

## Apply here:

[Support-Staff-Application-202209.doc \(live.com\)](#)

**Interviews will take place:**

**Week commencing 26 June 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:

- Educated to level 2 or above
- Discreet and trustworthy
- Experience of working in a school environment and/or with young people is desirable
- Ability to work calmly and effectively under pressure
- Competent administrator with good ICT skills
- Excellent organisational and time-management skills
- Proactive and able to work on own initiative
- Committed to the ethos and values of Wycombe High School
- Professional and able to work within defined standards and procedures
- Excellent communication and inter-personal skills

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# 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](mailto:hr@whs.bucks.sch.uk)

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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 26 June 2023**

# Pay and Conditions

**Bucks Pay Scale 1b, pt 10**  
(currently £21,223 pro rata for a total of 15 hours per week working Mondays and Tuesdays, term time plus 2 Inset Days, plus 2 days in August for exam results days, is an actual annual salary of £7,479)



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

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 Trustees 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 Silver award for employers who have :

*'made demonstrable achievements in promoting staff mental health. They are organisations who have demonstrated progress and impact over time'*



## 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.



## Mental Health First Aiders

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



## Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.

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# Benefits



## Onsite Car Parking

Car park facilities are onsite, freely 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 five 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
- \* Corporate leisure centre membership (reduced cost to staff)
- \* The Virtual Staffroom: a platform for staff to keep connected online
- \* Bingo!
- \* Ten Pin Bowling
- \* Book Club
- \* 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*.



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Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)

Visit our website at:  
[www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)

Follow us on Twitter @WycombeHighSch

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