



WALDEGRAVE SCHOOL

Information Brochure for Prospective New Staff



Waldegrave
School



A WARM WELCOME TO WALDEGRAVE SCHOOL

Waldegrave comprises an 'Outstanding' (2018) comprehensive school for girls aged 11 to 16 years, together with a successful mixed sixth form of nearly 400 students. We are a school whose aim is that everyone enjoys learning, feels valued and experiences success.

We have approximately 150 staff which includes 87 teachers, 23 teaching assistants and welfare staff, 24 technicians and curriculum support staff, 18 administrative staff and 4 premises staff.

Our examination results are excellent and reflect the work of committed staff and students. We are proud that our progress 8 is 0.93 placing it in the top 3% of schools in UK. We have been awarded the World Class Schools accreditation and in 2023 were ranked 8th best comprehensive school in the UK (Sunday Times).

Our School Rule: Learning comes first: we show mutual respect and understanding for everyone though courteous and considerate behaviour at all times.

As a member of a training alliance, we deliver ITT in partnership with local universities and provide a strong ECT programme.

There is a strong commitment to training and professional development, as well as the work/life balance of all staff. The school has a newly refurbished staffroom providing freshly ground coffees as well as an excellent collaborative space. We have an active staff association who organise a range of events and outings.

Based in Twickenham, in the leafy London Borough of Richmond upon Thames, we are fortunate to be set in spacious and attractive grounds over a 14.5 acre site. The school has received significant investment over the last 5 years enjoying up to date and well invested departments, facilities and IT.

We value the diversity of our school community and our curriculum. Staff and students enjoy positive relationships. Students are enthusiastic about learning and have ambition to succeed, as a result behaviour is excellent. This atmosphere allows teachers to have autonomy and be innovative and is one of the main reasons so many staff choose to stay at the school.

Support staff are valued and respected, and work collaboratively with teaching staff. They are integral to our ability to provide a safe, and happy environment in which students can thrive.

"I joined Waldegrave School because of its outstanding local, and national, reputation. I wanted to work in a school which had high expectations of all pupils and an ethos which promoted inclusivity. It was also important to me, as an experienced teacher, that I could work collaboratively in a strong department whilst also maintaining independence to tweak lessons to suit my own teaching style."



O U R V I S I O N

To empower us all through:

- Great teaching and learning
- Positive relationships
- Being the best we can be
- Embracing the new
- Great leadership
- Being open-minded and respectful
- Sharing common values and practices
- Developing strong partnerships and by throwing ourselves into the life of the school

This is summarised using three words;

ENJOY

ACHIEVE

EMPOWER

"I am grateful to be part of the school and am confident it will help me succeed. My teachers are willing to help me outside of lessons/school day hours. I feel comfortable talking to my form tutor as she's very friendly and kind and I am very happy in school" (Student)

SCHOOL FACILITIES

Waldegrave School has some outstanding facilities and is constantly looking at ways to further improve our working environment. Specialist facilities include 12 modern science laboratories, a large up-to-date sports hall, 2 computer suites, DT, art and CAD suites, performing arts centre and conference room.

The sixth form are mainly housed in their own, recently built block that overlooks our extensive playing fields and tennis/netball courts. We have recently invested in a learning centre for quiet study.

The site has a large, gated car park for staff and school visitors including accessible parking spaces. Many staff cycle and to support this, Waldegrave operates a cycle to work scheme and has sheltered bike racks.

Click [here](#) for a our school map and videos.



TRANSPORT LINKS



Address: Fifth Cross Road, Twickenham, Middlesex, TW2 5LH

Rail Links: Fulwell and Strawberry Hill train stations are nearby

Bus Links: Many bus routes serve the Waldegrave School area

STAFF DEVELOPMENT

Waldegrave School can offer you a collaborative community environment in which to develop your career. You will be surrounded by committed and supportive colleagues to help you progress professionally. We understand that staff are our most important resource and invest in excellent CPD at every stage of your career to enable you to develop and share your skills.

Waldegrave is part of a teaching hub and as a result has a wealth of experience of delivering and supporting a wide range of professional programmes including ITT/ECT/NPQML/NPQSL and apprenticeships. We also provide varied in-house CPD opportunities.

We believe that taking every opportunity to share good practice, new ideas and innovations, between all members of staff, is pivotal at every stage of your career and contributes to the success of the whole school. We use Lesson Study principles to ensure all staff are engaged in conversation about pedagogy.

The Teaching Alliance has developed many partnerships with Higher Education Institutions, providing opportunities for staff to develop as mentors and to contribute to the training and development of new entrants

"I was apprehensive when I started at Waldegrave as I knew that I had a very steep learning curve ahead of me but I needn't have worried. From my first day, the staff made me welcome and were patient and supportive whilst I got to grips with my role. I received excellent on the job training and every day there was a new learning experience. I am so pleased I was invited to work at Waldegrave. I have learnt such a lot since I have been here, no two days are the same, the students are amazing and the kindness and support I have received from staff has made me feel part of the Waldegrave "family".



STAFF WELLBEING AND BENEFITS

Staff well-being is a priority and is at the heart of all our decisions. We want to ensure all our staff members are supported, listened to, and feel included and comfortable in the workplace. Our leadership team and your line manager will be available to work with you to support you throughout the academic year and answer any questions you have. You will also have a mentor when you first start who is integral to ensuring you settling into life at Waldegrave.

We are a Google school and training will be provided to ensure you can fully access and use the suite of software available. The embedded use of IT enables us to have more flexible, collaborative meetings, work remotely and reduce workload. We offer flexible working arrangements if suitable to the role.

Our canteen facilities are excellent and a real perk. The catering team cater for all dietary requirements and offer main meals, noodle/pasta pots, salads as well as grab and go items. It is not unusual to find regular treats in the staff room to go with our free tea, coffee and hot chocolate but to balance these we have a fitness suite available for your use and host after school fitness classes, e.g. zumba and yoga. As part of the Waldegrave team, you will also have access to:

THE STAFF ASSOCIATION

Waldegrave School has a wonderful staff association who offer support to all of our school staff. The association cares greatly about staff well-being and they organise regular social events which help to create a strong and supportive community environment amongst the staff.

WORKPLACE ASSISTANCE

Staff can access an Employee Assistance Programme (EAP), which offers free and independent help and support on a wide range of work, family and personal issues 24 hours a day, 365 days a year.

CYCLE SCHEME

We champion a cycle scheme here at Waldegrave School and we are always looking at ways to reduce our carbon footprint. The scheme is beneficial for staff who live locally and we encourage them to cycle with reduced rates on bikes and equipment.



TESTIMONIALS



"When I joined Waldegrave, what I noticed really quickly is how much you are trusted as a professional and how much your opinion matters. What's also great about this school is how friendly everyone is and how lovely the students are. The leadership team is also very supportive; they've helped me as much as they could have done."

"I feel proud knowing I work at a very inclusive and forward thinking school."



"When I first walked into Waldegrave on the day of my interview, I could tell that it was a school that I wanted to work in. The behaviour and ethos was outstanding, and the students were fully engaged and ready to learn."

"Waldegrave has provided me with great opportunities for personal development; I have been part of a group making whole-school decisions, attended excellent internal and external training and had the opportunity to take on additional responsibilities which are preparing me for promotion."



"Waldegrave is constantly seeking to adapt, improve and continue to develop in order to best equip the students for life in the modern world."

JOB DESCRIPTION - FINANCE OFFICER

Part Time, Permanent Contract

35 hours per week, 42 weeks per year (Term Time + 3 weeks, to include two Year 12 enrolment days in August)

Pro-rata Salary: £27,014 to £28,280 per annum, depending on experience (NJC 5, point 12-15, full time equivalent salary, currently, £30,033 to 31,440 per annum)

Starting date: 02/12/2024

Thank you for your interest in the above post based at Waldegrave School. Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16 with a mixed Sixth Form, based in Twickenham. It is a school which prides itself on providing the best opportunities and outcomes for all its students. Waldegrave is in the top 3% of schools in the UK and was recently ranked the 8th best Comprehensive school in the UK by the Sunday Times Parent Power Awards 2023.

We currently are looking for an organised, motivated and financially astute person to support the school's finance team. You will have experience working in a school setting, have excellent communication skills and be able to prioritise your workload. You will be part of a busy, fun and supportive team. The additional 3 weeks required will be to support the Director of Finance & Resources preparing for audit and will include two days for the Year 12 enrolment days following GCSE results.

Waldegrave is a Googleschool and whilst maintaining the rigour of traditional learning we embrace the use of new technology to support this. Utilising this technology is also a key part of how we can work more collaboratively and improve communication as a school, supporting more flexible approaches to working.

Closing date for this post is noon, Wednesday 16 October 2024 with interviews currently scheduled to take place the week commencing 21 October 2024. However, we reserve the right to interview and appoint before the closing date so early applications are recommended.

The Waldegrave Trust is committed to safeguarding and promoting the welfare of students. We expect all staff to share this commitment and an enhanced DBS disclosure will be sought along with online and social media checks for successful candidates.

Key Purpose: To assist the Director of Finance & Resources (DFR) in the effective administration and processing of the school's Finance department

Accountable to: Leadership Team Link to Business Hub

Key Accountabilities	Key Tasks
General Purpose	<ul style="list-style-type: none"> • With the minimum of supervision, ensure the day to day financial processing of the school is maintained in accordance with the scheme of delegation and financial procedures. • Keep up to date and accurate manual and computerised records, including the school's finance system PS Financials. • Organise systems and procedures in line with DFR direction, audit reports and direction, DfE and EsFA guidance and other statutory regulations and guidance. • Liaise with budget holders, suppliers and other contacts as necessary.
Official Funds	<ul style="list-style-type: none"> • Accurately and promptly maintain all financial systems including PS Financials, on-line accounts, credit/debit cards, Clover, Parentpay and PSF systems. • Promptly complete school orders ensuring value for money at all times. • Run bank accounts, cash/cheque banking and BACS/Faster payments in accordance with the bank mandates. • Reconcile systems including petty cash, credit cards, supplier statements, AIP scheme, Jack Petchey. • Assist DFR with the audit process, providing reconciliations, back up paperwork, explanations and any other information requests. • Keep all systems and information neatly archived in accordance with the school's policies, shredding/deleting old items.
Trips / Visits / Events / CPD	<ul style="list-style-type: none"> • Support the accurate costing of trips/visits/events. • Process orders/invoicing where appropriate. • Order foreign currency, oyster cards, preloaded payment cards where relevant.
16-19 Bursary	<ul style="list-style-type: none"> • Liaise with Headteacher, DFR and LT Lead and other individuals on financial matters relating to the 16-19 bursary. • Process applications, orders, payments relating to the bursary as well as claims through the portal. • Complete any associated admin work including ensuring the finance section of the sixth form booklet is up to date. • Reconcile vulnerable bursary by student. • Attend Y12 enrolment days in August.
Disadvantaged Students	<ul style="list-style-type: none"> • Liaise with Headteacher, DFR and LT Lead on financial requests for pupil premium, free school meals and financial assistance. • Process orders, claims, free school meal vouchers and invoices keeping accurate and timely records. • Process applications in relation to free school meals through the relevant portal. • Keep up to date with the latest guidance, policy and procedures.
Staff Association	<ul style="list-style-type: none"> • Keeping accurate and up to date financial records • Process orders and reimbursements • Liaise with committee members and attend meetings • Liaise with HR regarding letters and fees • Organise the purchase of refreshments and gifts.

Audit / Governors	<ul style="list-style-type: none"> ● Produce information, resources and reconciliations as requested by the school's financial auditors. This will cover but is not limited to official funds, bursary, disadvantaged payments, trips and voluntary accounts. ● Work with DFR to ensure finance and bursary policies are up to date.
General	<ul style="list-style-type: none"> ● To comply with, promote and act in accordance with all school policies. ● To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the DPO at the earliest opportunity. ● To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Director of Finance & Resources immediately.
Professional Development	<ul style="list-style-type: none"> ● Participate in any relevant training as identified through review and the School Improvement Plan, by Leadership Team or through review; ● To uphold the school's diversity policy and ethos, not discriminating in relation to race, colour, sex, age, gender identity, national origin, religion, sexual orientation and/or expression or disability. ● Undertaking any other duties as requested by the DFR commensurate with the grading and responsibilities of the post

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

Person Specification - Finance Officer

	Essential	Desirable
Qualifications:		
A'level or Degree		✓
Good GCSE English Language and Mathematics or equivalent.	✓	
First Aid Qualification *training can be provided		✓
Experience:		
Experience in working in a finance setting of a school	✓	
Experience of working in an office and of routine office procedures.	✓	
Experience of working in a team	✓	
Experience of bookkeeping / accounting	✓	
Knowledge / Experience of a finance management system	✓	
Knowledge / Experience of PS Financials (PSF)		✓
Knowledge / Experience MIS Systems		✓
Abilities, skills, knowledge and understanding:		
Excellent written and verbal communication skills	✓	
Excellent interpersonal skills	✓	
Good administrative and organisational skills	✓	
Ability to prioritise workload and work calmly and quickly under pressure to given deadlines	✓	
Ability to relate to all types of stakeholders, e.g. students, staff, governors, suppliers, contractors etc.	✓	
The ability to support the school's aim that students enjoy learning and to build positive relationships with students, staff, parents and other associated members of the school community.	✓	
Ability to work independently and as an effective team member.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
The willingness to update skills and knowledge with changes in systems and technology.	✓	
An understanding of the need for confidentiality and an awareness of child protection issues.	✓	
Qualities:		
Reliable, honest and trustworthy	✓	
An understanding of the importance of confidentiality	✓	
Able to remain calm and cope with the unexpected	✓	
Commitment to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
Energy, enthusiasm and commitment	✓	
Commitment to continuing professional development of yourself and others	✓	
Commitment to the school's ethos, aims and its whole community	✓	
Other:		
Recognition of the importance of personal responsibility for health and safety		
An excellent record of attendance	✓	

School Information – Waldegrave School

Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16. Waldegrave introduced a sixth form in September 2014 which also welcomes boys.

Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16. In 2014 Waldegrave opened a co-educational sixth form which has gone from strength to strength.

The wider success of Waldegrave has been recognised in many different ways:

- Graded “outstanding” by Ofsted 2018.
- 67% of students achieved A*-B at A level, with 10% at A* in 2024
- 91% of students achieved at least 5 good passes including maths and English at grade 4+; 46% of all grades were at Grade 7 or above in 2024
- World Class School Accreditation (2019, 2022)
- Sportsmark Award, Silver Artsmark, Healthy Schools Award, Eco Schools Award

Staffing

The school has a staff of 89 teachers, 31 technicians and curriculum support staff, 19 administrative staff, 18 Teaching Assistants and 4 premises staff. School lunches, grounds maintenance and cleaning are provided through competitive contracting. There is a strong commitment to training and professional development, and the work/life balance of all staff.

Students

There are 1088 students on roll, plus a further 386 enrolled in the sixth form. In recent years the number of applicants for places at Waldegrave has greatly exceeded the planned admission number. The students come from a wide range of religious, cultural, social and ethnic backgrounds. Approximately 18% of the students are from homes where English is not the first language, and there are 43 home languages other than English spoken amongst the students. The number of students in receipt of the pupil premium grant is approximately 8%.

Student Academic Achievement

We are very proud of our results at Waldegrave and we will continue to aim to achieve the very best results possible. Our results have been consistently high year on year but we have students of all abilities and we celebrate the progress of every student. Click [here](#) for further information on our exam results.

Curriculum

The curriculum at KS3 and KS4 is broad, balanced and differentiated so that the needs of individual students are met. Students are placed into eight all-ability tutor groups in years 7 to 11 and these form the basis of teaching groups. The vast majority of teaching is mixed ability and there is very little setting at any age. Homework is set regularly and seen as an important extension to the curriculum. We offer a wide range of extra-curricular activities such as orchestras, choirs, sports clubs, drama club, science club and sixth form lectures. Productions and musical events are a part of the school calendar. Careers education is an important part of our curriculum and all students in KS4 have a work experience placement. In our thriving and over-subscribed co-ed sixth form we offer an academic curriculum of A level subjects.

Pastoral System and Student Voice

The pastoral system at KS3 and KS4 is based on a year group support structure. Students are in tutor groups of approximately 27 students and form tutors have the first responsibility for the welfare, progress and attendance of their group. They are led by a Head of Year and Head of KS3 or KS4.

In KS3 and 4 there are a range of forums that provide an opportunity for students to voice their ideas and to influence any aspect of school life: A Head Girl and her Deputies lead a team of senior prefects and perform duties on behalf of the whole school. We have an active school parliament, with sub-committees including Ecotopia and Diversity & Inclusion, who contribute to on-going improvements to the school. The school also operates a house system which provides opportunities to gain leadership skills and also for students to come together and participate in competitive competitions and charity events or sometimes just for some fun.

Sixth form students are in tutor groups of approximately 24 students and tutors are led by Heads of Year and Head of Sixth Form. Student leadership roles include that of Head Girl and Head Boy who are elected to carry out responsibilities in relation to the sixth form. Sixth form students participate in volunteer work and, under the usual school arrangements, some would run clubs or provide support for individual students, or in lessons in the main school.

Site and Buildings

The school is set in spacious and attractive grounds; we have our own playing fields within the 14.5-acre site. The school has received significant investment over the past in a new sixth form block, dining room and sports hall, and a refurbished performing arts centre. There are well-equipped specialist facilities. There are twelve science labs, several ICT suites and class sets of laptops available to book. We continue to invest in our facilities for staff and students.

Wellbeing

We take staff wellbeing seriously and have an Employee Assistance Programme which offers free counselling and advice. Waldegrave are a member of the Cycle to Work Scheme and have an active Staff Association who are there to help support staff as well as organise social events. There is a small gym on site that staff can use as well as weekly yoga classes. Being located in the greenest London borough we frequently have a staff cycle to work or enjoy jogging or walking around nearby Bushy Park in their leisure time.

Tea and coffee facilities are freely available to staff and regular doughnut drops and well-being breakfasts keep us all going. The food in our canteen is excellent and normally includes main dishes, salads, pasta and noodle pots and grab and go items for all dietary needs.

Our staff lanyards make life easier as they can be used to access school, to purchase food and for the photocopiers.

We have a friendly and welcoming staff and whole school and departmental events are very popular.

Diversity, Equality and Inclusion

Waldegrave is committed to promoting and celebrating a diverse, equal and inclusive community - a place where we can all be ourselves and succeed on merit. We do not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression or disability. We offer a range of family friendly and inclusive employment policies, flexible working arrangements and embrace staff feedback.

At Waldegrave, each of us contributes to inclusion—we all have a role to play. Our culture is the result of our behaviours, our personal commitment, how we collaborate and the ways that we courageously share our perspectives, encourage others to do the same, listen with patience and respect, and embrace open dialogue. We all thrive when we get this right.

Enjoy . Achieve . Empower

The Waldegrave Trust: Registered in England and Wales 8130508



Waldegrave
School

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