



**JOHN HAMPDEN**  
GRAMMAR SCHOOL  
High Wycombe



September 2022

## Candidate Information Pack

### Support Staff

#### Job Role: **Finance Assistant**

25 hours per week, Monday to Thursday 8.30am - 2.45pm (times negotiable),  
39 weeks per year (term time plus staff training days)

#### Salary Range:

Salary will be paid within Bucks Pay Range 4, currently £29,477 to £31,645  
per annum (FTE), actual pro-rata salary range £16,891 to £18,133 per annum

Closing Date: 9am Monday 21 October 2024

Interview Date: soon after closing date

Start Date: As soon as possible



# Welcome from Headteacher Miss Hartley

Welcome to John Hampden Grammar School – a thriving, innovative boys Grammar School where everyone can **#BeMore**. We are a friendly and caring community of over 1250 boys and 125 staff who all support each other to be the best we can be.



John Hampden really is a special place to work and this was recognised in our Outstanding Ofsted report in September 2022.

The report noted that our boys are

*“ambitious, confident, happy and kind”* and *“they behave exceptionally well and display exemplary character”*.

In addition *“teachers challenge and nurture all pupils”*

and *“Leaders have designed a rich and ambitious curriculum for all year groups and for all pupils, including for those with special educational needs and/or disabilities (SEND).”*

We are not an 'exam factory' and recognise that a student's mental wellbeing and happiness contributes to their overall success.. The JHGS staff, parents/guardians and Governors are committed to ensuring that every student exceeds his potential whilst having the time of his life, making memories, and building skills to equip him to be successful through his future years. Our website (<https://www.jhgs.bucks.sch.uk/>) will provide you more information about JHGS and our [YouTube channel \(John Hampden Grammar School\)](#) shows highlights of school events.

I look forward to receiving your application to join JHGS.

**Miss Tracey Hartley,**

Headteacher

# Our History and our Future

John Hampden Grammar School was established in 1893 in the centre of Wycombe as the Schools of Science and Art to support the local furniture industry, before becoming a technical school and finally a grammar school in 1970 shortly after moving to its current site.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas allowing them to #BeMore in ways individual to them and their personal and department goals.

John Hampden is a wonderful place to work. Recent investment of over £4 million in a new state of the art teaching block, and with plans for the expansion of the canteen the school never stands still.

You will be joining a fast paced, challenging and supportive school with clear leadership and direction and common goals.

# Our Ethos

## Quit Ye Like Men

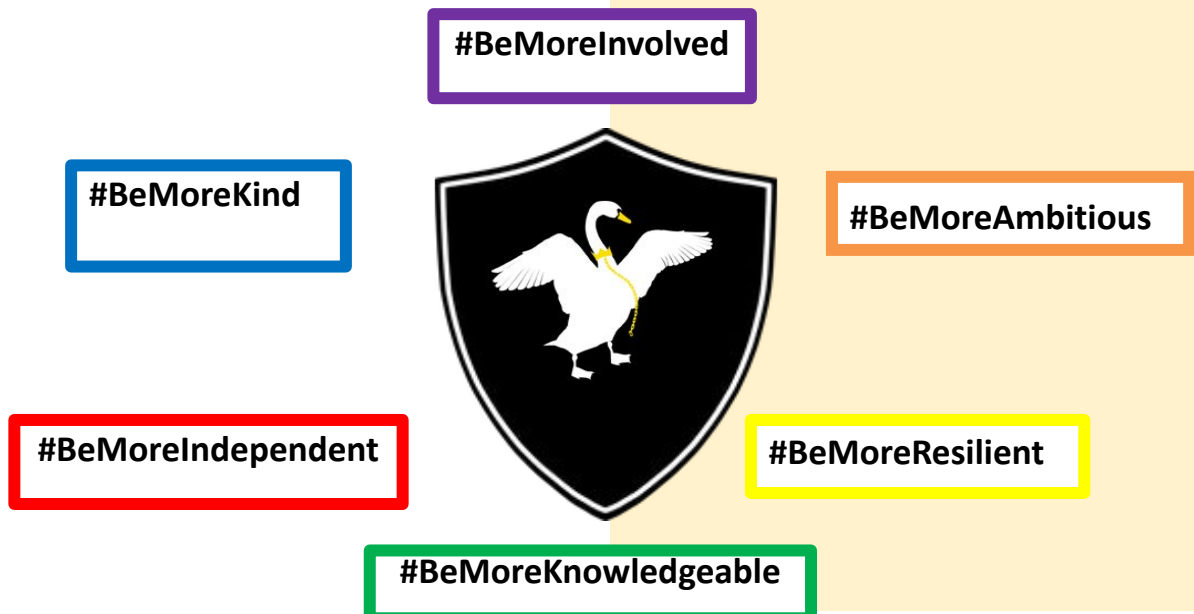
The School's motto, '*Quit Ye Like Men*' is adapted from 1 Corinthians 16.

We believe our motto is just as relevant today as ever as we prepare and equip the next generation of gentlemen to enter the world beyond school. Our motto can be summarised as:

- **Be aware of your actions**
- **Follow your principles**
- **Be courageous and strong**
- **Everything you do should be done with love**

## #Be More

#BeMore is how we aim to give the boys the skills and aspiration to succeed in life. The #BeMore taglines are embedded in our teaching and rewards system and are visible around school.



# Exam Results

We achieved an outstanding set of GCSE and A Level results in summer 2024. Our best ever A Level results with a record 16% of grades at A\*, 41% of grades at A\*-A and 73% of grades at A\*-B.

10 students secured their Oxbridge places and 5 students are off to study Medicine at Russell Group universities. Many have gone on to study Engineering related degrees, Accounting & Finance, Business and Mathematics as well as more unconventional course choices such as Physics with Astronomy, Criminology with Forensic Science, Creative Writing & Film Studies. We have students starting degree Apprenticeships with EY, CapGemini and Fujitsu to name a few.

Our GCSE results were excellent: 44% were grades 9-8 and 84% were grades 9-6. Our students work incredibly hard and make good progress each year they are with us



# Alumni

We have an active alumni group and recent and more established alumni regularly return to the school to give University and early career talks continuing their strong bonds within the JHGS community.

We value all of our alumni and also have many old boys that have gone on to make a name for themselves internationally including Sir Terry Pratchett, Kenton Cool, Alex Sobel MP, Simon Burnett and Liam Ansell to name a few.



# You can #BeMore at JHGS

Why you will enjoy being part of our school community



Wellbeing Award  
for Schools

2023-2026

## Staff Development and Opportunities

- Excellent induction programme including a buddy system
- Professional support for ECTs provided by experienced teams of staff in school and out
- Well designed, sequenced and resourced curricula developed collaboratively by creative and innovative department staff
- Excellent in-house and external CPD opportunities
- Positive Behaviour Policy and an outstanding Pastoral Team
- Highly experienced SEND department to help and support you and the boys
- The opportunity to go on or lead Educational Visits in Britain and abroad. Recently staff have been to the Netherlands, Iceland, Barcelona, Munich, Valencia, Berlin, and Paris.
- Many staff have gained internal and external promotions

## Wellbeing and Social

- Welcoming, friendly and supportive colleagues
- Feedback and marking policies maximising student progress whilst managing staff workload
- Additional non contact hours for all teachers
- Supportive and appreciative parents
- School canteen open from 8am serving a range of hot and cold food, salads, sandwiches, cakes/ desserts
- 20% discount on membership to Wycombe Sports and Leisure Centre opposite
- optional Mindfulness and HIIT sessions for staff
- Access to Education Support: An Employee Assistance Programme
- "Prosecco(chocolate)" moments awarded termly
- Staff Social Events; book club, parties and meals, 5- a-side football and HiIT sessions, tea, coffee and cakes in the staffroom.

## Financial and Practical

- Membership of the Local Government Pension Scheme
- Long service awards
- Free parking on site
- Good local transport connections; just off Junction 4 of the M40. The train takes 30 minutes to central London and 33 minutes to Oxford Parkway
- Cycle to Work scheme
- Staff accommodation may be available on site at below market rent

*...and don't forget our students! They're the ones who will make you laugh every day and give you memories of JHGS that you'll treasure!*



# Job Advert

## **FINANCE ASSISTANT**

We are looking to recruit an experienced, organised and approachable person to join our efficient and friendly Finance Office.

Reporting to the Finance Manager, you will assist in the day to day running of the school's finance system and preparation of accounts. You will be an excellent communicator approaching a demanding and busy workload with a positive outlook and meticulous attention to detail. You will be confident in dealing with queries from staff, students and parents.

In addition to your strong administration skills, you will demonstrate an excellent standard of numeracy and literacy and be confident using IT packages such as Google, Office and Access Finance system. A knowledge of SIMS would be advantageous, however full training can be offered to the successful applicant if necessary.

**How to apply:** Interested candidates can find out more about our school by visiting our YouTube channel <https://www.youtube.com/channel/UCG1ANbgSHcn9gbGJV6ls1VA>

Our Candidate Pack and JHGS Support Staff Application Form are available on our website ([www.jhgs.bucks.sch.uk](http://www.jhgs.bucks.sch.uk)). Please return your completed JHGS application and any supporting documents for the attention of Miss T Hartley, Headteacher, [HR@jhgs.bucks.sch.uk](mailto:HR@jhgs.bucks.sch.uk)

**Applications to be received by the closing date of Monday 21 October 2024. Interviews will take place at a time convenient to the candidate.**

The school reserves the right to change these dates, and to close the vacancy at any time, so early application is advised.

*John Hampden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to pre-employment vetting checks which include an audit of social media presence and an Enhanced DBS check. John Hampden Grammar School is an equal opportunities employer.*

# Job Description

**Role:** Finance Assistant

**Hours:** 25 hours per week, Monday to Thursday 8.30am - 2.45pm (times negotiable), 39 weeks per year (term time plus staff training days)

**Salary:** Bucks Pay Range 4, currently £29,477 to £31,645 per annum (FTE), actual pro-rata salary range £16,891 to £18,133 per annum

**Reports to / accountable to:** Finance Manager

## **Key Function**

To assist in the day-to-day running of the school's finance system and preparation of accounts.

## **Key Responsibilities:**

- Placing of orders and processing invoices using the Access finance system
- Researching suppliers to obtain best-value
- Recharging costs of photocopying & printing to appropriate cost centres
- Assisting with accounting for Private Funds
- Dealing with questions from staff, parents and students
- Other duties as part of the finance team as required

## **General Responsibilities**

All staff employed by John Hampden Grammar School are expected to work within the following policies and procedures:

- **Safeguarding**
- **Code of Conduct**
- **Equal Opportunities**
- **Health and Safety**
- **Security and Data Protection**

*This job description is not necessarily exhaustive; it may be subject to modification at any time due to the changing requirements of the school or for the continuing professional development of the post holder.*

# Person Specification

	Essential	Desirable
Qualifications	A minimum of Maths and English Language at GCSE grade C or 5 and above	
Knowledge / Skills	Numerate and analytical with an administrative or financial background. Proficiency in all aspects of ICT (Google suite, Microsoft Office etc.) Problem solving skills including the ability to apply diplomacy and tact when appropriate	Experience of working in schools or with young people
Experience	Proven experience dealing with confidential information and sensitive situations Confidence to deal with assertive stakeholders	Previous experience of SIMS software or similar database systems
Personal Qualities	Excellent interpersonal skills with the ability to communicate effectively with students, parents, staff and the wider school community The ability to remain calm and composed under pressure Patient with a good sense of humour Willingness to learn new skills and undertake training as required Adaptable, flexible, and able to work with minimum supervision Reliable team player who is willing to make a full contribution to the department Smart personal appearance Understands and is willing to uphold the values of John Hampden Grammar School	

# How to apply?

Applications will only be accepted from candidates completing a JHGS Application Form in full, available from the school's website (<http://www.jhgs.bucks.sch.uk>).

CV's may be submitted in addition to the application form in order to supply any additional background information.

All information within your application will be treated in confidence..

## **Completed application forms can be:**

- Sent by email to: [hr@jhgs.bucks.sch.uk](mailto:hr@jhgs.bucks.sch.uk)
- Or posted to:

Miss Tracey Hartley  
Headteacher  
John Hampden Grammar School  
Marlow Hill  
High Wycombe  
Buckinghamshire HP11 1SZ

## **Safeguarding**

JHGS is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake an enhanced 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.

## **Equal Opportunities**

JHGS 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.

## Key dates

Closing Date for applications: 9am on Monday 21 October 2024

Interviews: soon after closing date

Start date: as soon as possible

***The school reserves the right to close the vacancy at any time, so early application is advised.***

Tel: 01494 529589

Email: [HR@jhgs.bucks.sch.uk](mailto:HR@jhgs.bucks.sch.uk)

Our website: <https://www.jhgs.bucks.sch.uk/>

Follow us on Twitter [@JHGSHW](https://twitter.com/JHGSHW)

Instagram [@johnhampdengrammarschool](https://www.instagram.com/johnhampdengrammarschool)

Linkedin: <https://www.linkedin.com/school/john-hampden-grammar-school>

