

Recruitment Information Pack

**ADMINISTRATIVE
ASSISTANT**

**Highdown School &
Sixth Form Centre**

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Headteachers' Welcome



Dear Colleague,

Thank you for your interest in Highdown School and Sixth Form Centre. We are blessed with a beautiful school site in Caversham with fantastic transport links to many residential areas. Each year some of our Early Career's colleagues take up our very reasonably priced onsite accommodation. Many have found this helpful and supportive at the start of their careers.

I have been Headteacher since April 2013. Since then, the school has been on a remarkable journey. We were very pleased to receive a 'Good' judgement in May 2015 which was confirmed in an ungraded inspection in 2018. Our pride as a school in this, and the number of times the word, 'outstanding' is used in the report, is only tempered by the desire to continue to improve outcomes for our students.

Our comprehensive range of school improvement strategies continue to bring tangible improvements in our results. Student attainment at GCSE exceeds national and local averages and progress at A-Level is outstanding. Highdown students are highly aspirational and are a pleasure to work with.

We do not believe in complacency. There is a commitment to continuous improvement cycles and personal professional excellence.

For a teacher, Highdown School is an exciting environment in which to work. The total commitment to continuing improvement and the vision for Highdown School to be the best it possibly can be is underpinned by a dynamic programme of Joint Professional Learning (JPL). I truly believe that our pedagogy development programme is exemplary. Colleagues can select from a wide range of sessions and tailor their training to their personal development goals. For me as Headteacher, professional development of colleagues is second only to the achievements of our students. For support staff, there is also a commitment to development and an expectation that all are working to the same goals as the school.

All staff can join the Highdown Sports and Leisure facility and all have membership of staff benefit schemes.

Please do contact the school for a visit. I look forward to welcoming you to Highdown School.

Yours sincerely,

Rachel Cave
Headteacher



Job advert



HIGHDOWN SCHOOL AND SIXTH FORM CENTRE



1560 on roll
11-18 mixed comprehensive
Headteacher: Ms Rachel Cave,
BSc, NPQH

ADMINISTRATIVE ASSISTANT

25 hours a week, 8.00am – 1.00pm.

Term Time, plus 5 x staff training days and two weeks in the school holidays.

(NJC P5-6) Actual Salary; £14,251 - £14,490pa.

Highdown is looking to appoint a hardworking, enthusiastic, flexible and cheerful Administrative Assistant to join our friendly school office team. The successful applicant will have a positive and professional approach, be able to use their initiative and have excellent interpersonal and communication skills.

The role involves taking responsibility for the effective organisation of the school office, dealing with parental, staff, governor and student enquiries, providing a high level of customer care and general administration and reception duties.

The successful candidate will show a willingness to learn and undertake further professional development opportunities.

Closing date: 9am, Friday 18 October 2024

We are on a journey to becoming a 'regional centre of excellence'. Why not join us?

Closing Date: 9am Friday 18th October 2024

Full details and an application form can be accessed via our [website](#). Please return your completed application form to Miss Nicci Burns, Headteacher's PA, by [email](#).

Highdown School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. We are also trained in safer recruitment and the successful applicant will be subject to an enhanced DBS check and a 'Prohibition from Teaching' check. As part of our safeguarding procedures, candidates will also be subject to an online record search.



office@highdown.reading.sch.uk



0118 901 5800



www.highdown.reading.sch.uk

Highdown School and Sixth Form Centre, Surley Row, Emmer Green, Reading, RG4 8LR



ADMINISTRATIVE ASSISTANT

Principal Duties will include:

- Working as a member of a team to ensure that administration is carried out efficiently
- Type documents and letters as required, some of which will be of a confidential nature
- Maintenance of an efficient filing system
- General administrative support to Curriculum and Pastoral Leaders
- Covering reception and switchboard duties for both visitors and students
- Reprographic work
- Use of Academy's data management system for student records (SIMs)
- Provide cover for other support staff
- Provide first aid assistance for students in the absence of the First Aider
- Experience of Microsoft IT packages such as Word and Excel is essential
- Although experience in SIMS would be an advantage, it is not essential
- First aid experience is desirable but not essential. The successful candidate will be required to attend a 1 day Appointed Persons training course
- You will be offered training opportunities and support to help you develop and learn new skills to fulfil your role
- You must be able to work as part of a team but equally confident to work on your own initiative

NOTE: This job description is not intended to be all-inclusive. You may be require to perform other related duties as negotiated to meet the on-going needs of the Academy.

Recruitment Process

Safer recruitment

Highdown School and Sixth Form Centre is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS clearance, a 'Prohibition from Teaching' check, and satisfactory employment references. As part of our safeguarding procedures, candidates will also be subject to an online record search.

Interview panel members are trained in safer recruitment processes.

Diversity

We welcome applications from under-represented groups including ethnicity, gender, identity, age, disability, sexual orientation or religion.

Application form

All interested applicants should complete a Highdown School application form via our website. Please click [here](#) for our application form. Please submit your completed application via email to Miss Burns, Headteacher's PA at: hnb@highdown.reading.sch.uk. Please also complete and return a '[Declaration of Convictions](#)' form with your application.

Closing date

Please see individual [job advert](#).

Short-listing

Short-listing will take place shortly after the closing date. Those successful short-listed to attend an interview will be contacted via email or phone. Where possible, we try to publish the interview date on the advert.

Unfortunately, due to the volume of applications we will only be able to respond to candidates who have been short-listed.

References

All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current/most recent employer. If you are successfully short-listed to attend an interview we will contact your named referees to provide a reference prior to interview.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written 'Offer of Employment' letter. All offers are subject to enhanced DBS clearance, a 'Prohibition from Teaching' check, and satisfactory employment references.

Unsuccessful candidates

Unsuccessful candidates will be notified by telephone.

Data protection

Please see our Policy Statement [here](#) for further details.

About Highdown



About us

Highdown was established as a comprehensive school in 1971. Currently we have in the region of 1500 students on roll from 11 to 18 years of age. The school includes three Grade II listed buildings within its 28 acre grounds.

Highdown School and Sixth Form Centre is a thriving school where all students are challenged to reach excellence every day. These pages will tell you more about the school community and the opportunities available for our students.

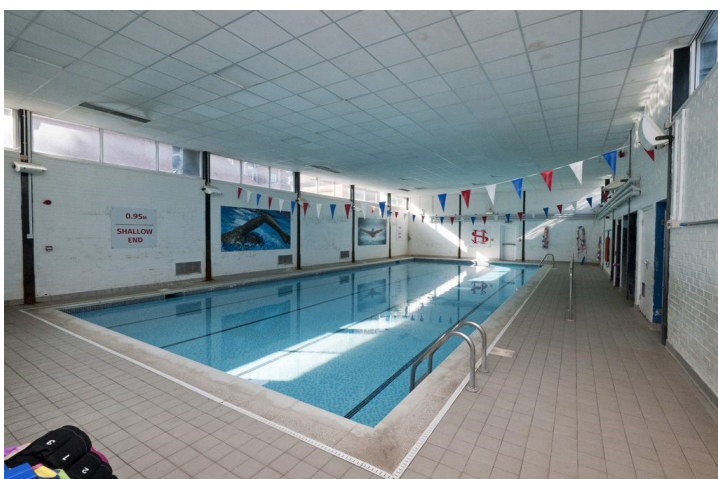
Highdown Community

Highdown has a supportive community.

Students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact.

Highdown enhances its experiences with the local primary schools as well as the local residents of Emmer Green.

Highdown frequently explores activities and events in order to get the community involved and to help the community around us.



Facilities

Highdown School offers a large range of facilities from general purpose classrooms to sports and leisure facilities.

Click [here](#) to find out more about our facilities.

Highdown Life



Working at Highdown is a pleasure. What sets it apart from other local schools is the sense of community Highdown provides to Emmer Green. Colleagues at Highdown enjoy excellent benefits, unrivalled teaching resources and equipment, mentoring, colleague support as well as opportunities for professional development and promotions.

Members of staff at Highdown work extremely hard as members of aspirational, respectful and excellent teams. Be it a warm welcome, fresh fruit and our own Café, thoughtful touches make a difference and teachers and members of the support team feel cared for.



Colleagues across Highdown collaborate frequently with one another, exchange ideas for best practice, develop knowledge and skills and devise new ways of teaching and supporting our students. Everyone learns from one another.

Testimonials

" I have learnt and developed hugely in my time at Highdown and have been fortunate to work with many of the leadership team which has helped shape and prepare me for a leadership role I will now take on. "

Colleague



"I just wanted to congratulate you and your team for the very good Ofsted report and also for the excellent GCSE / A level results....

All excellent."

"It continues to be a very tough and emotional year for all of our young people and for everyone working in the school. I cannot do anything other than to say I am so grateful for all that you are doing for them."

Parent

"I wanted to write to highlight the excellent behaviour I have observed among your pupils on their way to school. I am a Caversham resident and usually run three mornings a week. I regularly pass Highdown pupils on their way to school. When I have stepped aside to allow pupils to pass and to maintain a social distance, I have almost always been the recipient of a 'thank you'. Likewise, pupils have politely stepped aside to allow me to pass. I was extremely impressed with both the politeness and understanding of the importance of social distancing observed by your pupils. A credit to your school – well done! "

Local Resident



"Highdown makes school life as good as it could be"

Student

Benefits

Extensive bespoke professional learning programme	Fair Workload Charter	Free tea, coffee and fruit in our staff room	Comprehensive onboarding and induction programmes
Employee Assistance programme	Laptops for teachers	Kudos Benefits	Career Progression opportunities
Admission priority for 'children of staff'	Subsidised meals from Gallery or Café6 bistro	Dedicated staff work space, e.g. staff room, departmental faculty work spaces, Professional Learning Hub	Special leave for occasions such as family events
Annual Leave	Pension Schemes	Staff workload and wellbeing initiatives, e.g. no staff meetings in Term 5	Coaching culture
Child care vouchers supported	Access to Occupational Health	Subsidised onsite gym membership	Links with partner organisations, e.g. PiXL

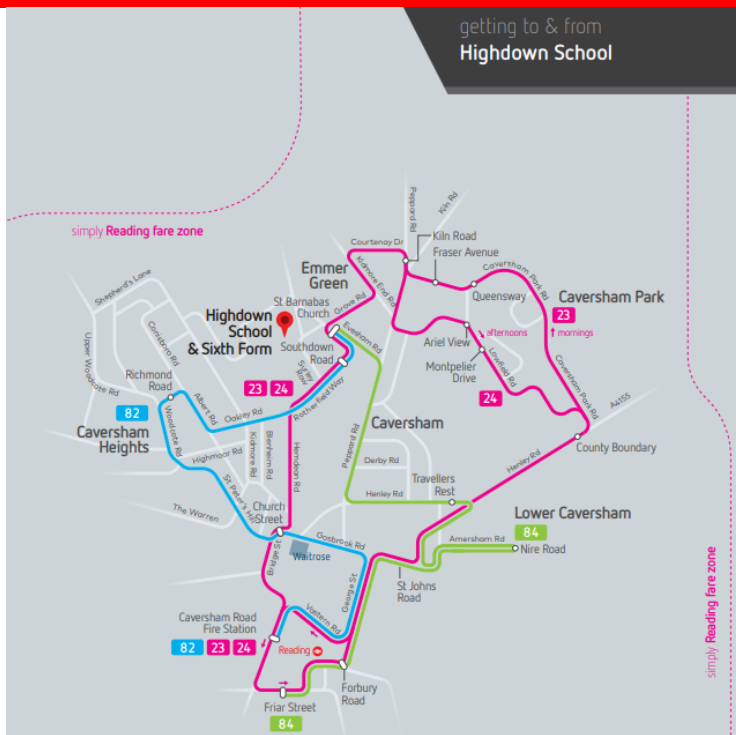
How To Find Us

Highdown's Location | We are located in Emmer Green, Caversham on the outskirts of Reading, Berkshire, England.

By car | We are about a 10 minute drive from Reading town centre and a 20 minute drive from the M4 motorway. From Reading follow over Caversham Bridge, left to Hemdean Road, right onto Rotherfield Way, left up Surley Row hill. The school is at the top of the hill on the left.

By bus | The School and the community of Emmer Green is served by local bus services **23, 24, 82** and **84** (operated by [Reading Buses](#))

By train | Our nearest rail links are at [Reading Station](#), which is about 2 miles from the School.



Click [here](#) to find out the best way to get to us.



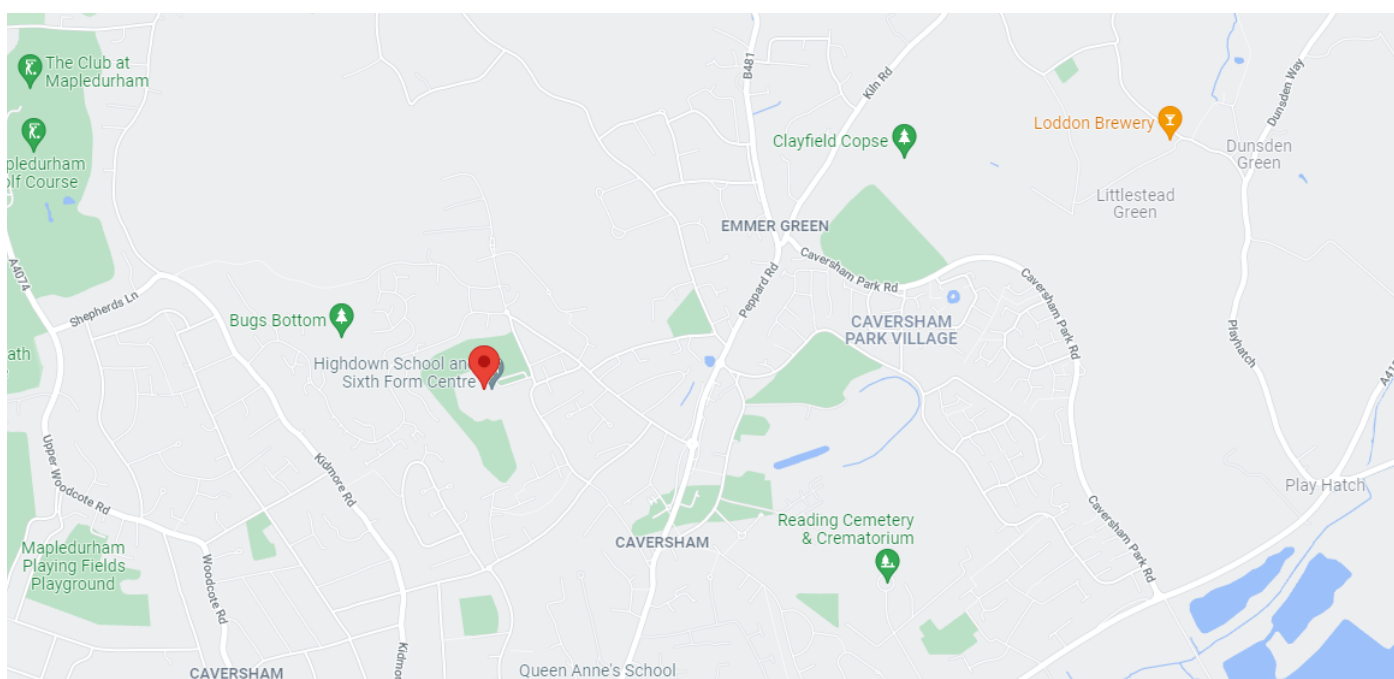
0118 901 5800



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We have a separate pedestrian and vehicle intercom.

Upon arrival please buzz the red button on our intercom.





HIGHDOWN SCHOOL AND SIXTH FORM CENTRE

Surley Row, Emmer Green, Reading, RG4 8LR

Tel: 0118 901 5800

Email: office@highdown.reading.sch.uk

