



Lancaster Girls'
Grammar School



Executive Assistant to the Headteacher Recruitment Pack

Welcome from the Headteacher

Thank you for your interest in applying for the position of Executive Assistant to the Headteacher.

We are seeking to appoint an Executive Assistant to the Headteacher to provide professional and comprehensive administrative support.

The successful candidate will act as gatekeeper to the Headteacher and have meticulous attention to detail. They will work confidentially and independently to help run the Headteacher's office and support the Senior Leadership Team. The successful candidate will have excellent verbal and written communication skills with a flexible 'can do' attitude. The ideal candidate will have experience working in education as a Personal Assistant or an Executive Assistant.

This is a pivotal role for the school and an exciting opportunity to join LGGs to support our students and staff.

The Job Description gives an overview of the types of duties to be undertaken but is not prescriptive or exhaustive - please get in touch if you would like to visit the school and/or discuss the role before applying.

I look forward to receiving your application.

Yours faithfully



Mr Christopher Beard
Headteacher



Visits and general discussions

Further information about Lancaster Girls' Grammar School can be found on the school website www.lggs.org.uk.

In addition, candidates are warmly encouraged to take an informal opportunity to visit the school or arrange for an informal discussion with the Headteacher prior to applying. Please email applications@lggs.lancs.sch.uk or telephone 01524 581661 to arrange a visit or call.

The application process

Please note that this is a re-advertisement; previous applicants will be considered at shortlisting and need not reapply.

The closing date for applications is on 9.00am on Monday 14th October 2024.

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

Shortlisting will take place on Monday 14th October 2024 and shortlisted candidates will be informed as soon as possible thereafter.

The selection process and interviews for shortlisted candidates will provisionally take place at the school on Thursday 17th October 2024.

How to apply

Please ensure you complete the application form and provide a covering letter which clearly explains your reasons for applying to work at Lancaster Girls' Grammar School and addresses how your particular strengths and experience to date meet the person specification.

Applications must be submitted on the provided application form – for safeguarding reasons we cannot accept CVs or applications submitted through online platforms such as Indeed or TES.

Please also provide a supporting statement (on no more than two sides of A4), either within the application form or as a covering letter. The supporting statement should address your particular strengths and how your experience to date has prepared you for this particular role.

Your completed application, including your letter and supporting documents, should be addressed to the Headteacher and be sent to the school by e-mail to

applications@lggs.lancs.sch.uk or by post to LGGS Applications, Regent Street, Lancaster, Lancashire, LA1 1SF by the closing date.

Due to the number of applications received we do not contact all applicants to confirm receipt, and do not contact unsuccessful applicants.

We reserve the right to close any vacancy early, before the closing date, if we receive sufficient applications.

If you have not been contacted within two weeks of the application deadline, please assume that your application was unsuccessful on this occasion.

Recruitment Information

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All applicants will be subject to online checks. The successful applicant will be subject to an Enhanced DBS check and other statutory Safer Recruitment checks.

We do not hold a sponsorship licence and can only consider applications from candidates who are legally entitled to work in the UK. If you do not have the right to work in the UK, your application will not progress.

An **information and application pack** and further details can be obtained on the school website <https://www.lggs.org.uk/staff-vacancies/working-at-lggs>, or by e-mailing applications@lggs.lancs.sch.uk.

Information pack (information we are providing to you):

1. This Recruitment Advert
2. The Person Specification, Job Description and Risk Identification Form
3. Safeguarding Statement
4. Equality Act Reasonable Adjustments Statement
5. Privacy Notice for Prospective Employees
6. Immigration Asylum and Nationality Act (Right to Work in the UK) Statement
7. Suitability To Work With Children Self Declaration Form
8. DBS evidence list
9. Template employment contracts are available upon request.

Application pack (things you should send us):

1. Application form (we **cannot** accept online applications through Indeed/ TES).
2. Covering letter/ Supporting Statement
3. Recruitment Monitoring Form

Our vision and values

At Lancaster Girls' Grammar School, we envision a vibrant learning community where each student is empowered to excel academically, develop resilience, and embrace their role as a responsible global citizen.

Our commitment to fostering a culture of excellence, inclusivity, and innovation prepares students to navigate the challenges of the future with confidence and integrity.

Through a balanced and forward-thinking education, we aim to inspire lifelong learners and compassionate leaders who positively impact the world.

This is underpinned by our core values of:

Excellence

At Lancaster Girls' Grammar School, we uphold a commitment to excellence in all aspects of education. We strive for academic rigour, innovative teaching methods, and continuous improvement to ensure that every student reaches their full potential and excels in their chosen pursuits.

Empowerment

Empowering our students is at the core of our mission. We aim to equip each young person with the knowledge, skills, and confidence needed to navigate a dynamic world successfully. Through a holistic approach to education, we inspire resilience, leadership, and a sense of social responsibility, empowering our students to shape their own futures.

Innovation

Embracing a spirit of innovation, we encourage curiosity, critical thinking, and creativity. We believe in preparing our students not only to adapt to change but to lead it. By fostering a culture that values new ideas and approaches, we equip our students with the tools to become forward-thinking contributors in a rapidly evolving global landscape.

Belonging

We value and celebrate diversity, fostering an inclusive and supportive environment where every student feels a sense of belonging. Our commitment to inclusivity extends beyond cultural and social differences, recognising and respecting the unique strengths and perspectives that each individual brings to our school community.



About the School

Lancaster Girls' Grammar School is a forward looking, selective state school with academy status and an outstanding record of promoting high achievement. The school was founded in 1907 at the Storey Institute on Meeting House Lane with only 73 girls on roll. From these humble beginnings the School quickly grew, and moved into the current Regent Street site in 1914. LGGS enjoys a city centre location. The main site includes a range of different buildings from the original Edwardian building to our purpose built modern Sixth Form Centre. Playing fields are a short walk away and some Science accommodation is in a building which sites one of our key primary schools, Dallas Road Primary.

In 2011, LGGS became an Academy. There are currently just over 1,000 students on roll with five-form entry into Year 7. The admission policy prioritises girls from the Lancaster District, but students do travel to the school from a wider area, including Preston. A high proportion of students continue into the Sixth Form after Year 11 and the school welcomes a number of external students into Year 12. The Sixth Form curriculum is broad, with enrichment and wellbeing options alongside a wide range of A levels, Maths, Biology and Chemistry are the most popular subjects at A level.

The school is known nationally for its academic excellence. LGGS is consistently ranked in the top

100 most successful state school nationally.

We are very proud of our inclusive community. Valuing diversity and promoting equality are important aspects of LGGs life. This can be seen through the work of the school's Equality groups. LGGs has an outward looking approach and strong international links. We work with the Ripley ITT Partnership. The school has links with EducAid, a Sierra Leone education focused charity. International Week includes numerous workshops run by students, an International Fashion Show and a hugely popular International Food Fair.

In our recent staff survey 100% of staff responded that they were proud to work at LGGs and 99% enjoyed working at the school. Last year saw a number of retirements with the result that new staff have joined the school, bringing with them a range of experiences and ideas. We are extremely fortunate in that we can recruit high calibre teachers with the result that all subjects are taught by specialist teachers. Staff are keen to enhance their professional knowledge and with seven teachers completing their NPQ qualifications last year. Staff also appreciate the positive behaviour and high attendance of students at LGGs. Our students are articulate, keen to participate and ambitious for themselves.



Living and working in Lancaster

Lancaster is one of England's heritage cities. It is a vibrant, independent city with a great deal to offer. It is the base for two universities, which contribute significantly to the city's lively and inclusive ethos. The universities, the hospital, the RLI, and major players in the food production industry, such as Warburtons, provide a range of employment opportunities in Lancaster. Lancaster has an established arts scene which constantly provides a range of cultural activities throughout the year; Lancaster hosts a number of lively festivals including Lancaster Music Festival, Highest Point and the Jazz Festival. Other events such as the annual Literature Festival, Light up Lancaster light festival, and Lancaster Chinese New Year Festival make the city a fun and vibrant place to live. Lancaster is easily reached from all over the UK. Just over two hours from London and Edinburgh on the West Coast Line, Lancaster is well served by main line rail. The M6 motorway provides quick and convenient car travel to the length of the country.

Employee Benefits

Employees of Lancaster Girls' Grammar School benefit from:

- National contractual terms and pay: LGGS adopts the national School Teachers' Pay and Conditions ('Burgundy Book') for teaching staff, and the National Joint Council (NJC 'Green Book') terms for support staff.
- Access to a competitive company pension scheme: Teachers' Pension Scheme (teaching staff) or Local Government Pension Scheme (support staff).
- Enhanced annual leave allowances for support staff: full-time support staff receive 26 days annual leave (rising to 32 days after 5 years' service), plus 8 statutory bank holidays and 2 extra-statutory days leave.
- Enhanced occupational maternity/ paternity/ adoption leave allowances.
- Access to pro-active health and wellbeing promotion schemes.
- Employee Assistance Schemes including access to advice and counselling.
- Occupational health support such as physiotherapy.
- Retail discounts via BlackHawk Extras.
- Cycle-to-work purchasing scheme and secure cycle storage on-site.
- On-site gym with discounted membership rate.
- On-site canteen.