

BURNHAM GRAMMAR SCHOOL



Head's Executive Assistant

JOB APPLICATION PACK



Embracing Challenge

CONTENTS

This application pack includes:

- Headteacher's Letter to Candidates
- Job Advert
- Job Description
- Person Specification



How to apply:

Please download an application form from our website and send your completed form to:

HR and Recruitment Officer

Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to vacancies@burnhamgrammar.org.uk

<https://www.burnhamgrammar.org.uk/join-our-team/vacancies>

Please note we do not accept CVs

Closing Date: 10am on Wednesday 28th May 2025

Interviews: W/c 2nd June 2025

It is the normal practice for references to be obtained before any formal interview.

Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

Thank you for the interest you have shown in this vacancy

HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for this post.

Our diverse community of staff, students and parents believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. However, our students do not always understand or believe how talented they are. We have continued to build upon this community atmosphere, which was noted by Ofsted in December 2022:

“Pupils enthusiastically embrace challenge and enjoy learning here. Pupils, including those in the sixth form, benefit from high aspirations set for them by leaders and staff. This includes disadvantaged pupils and pupils with special educational needs and/or disabilities(SEND). ”

The staff are a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that “The headteacher’s commitment to involving staff at all levels in the school’s development is nurturing a loyal and dedicated staff.” Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help your career progression through personalised and targeted professional development. The involvement of the staff in the running of the school and in the development of key policies, and our continual efforts to support a work-life balance, have been reflected in us retaining the prestigious Investors in People Gold Award in 2021. The successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

Our last Ofsted was an ungraded inspection that confirmed us to continue to be at least a Good school [Ofsted 2022 Report](#). Our community was pleased that Ofsted recognised the many areas of ‘exemplary practice, and are unanimously resolute in continuing on our journey of improvement. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice through our focus on **Responsible Learning**. This has increased the quality of learning, which is also reflected in our significantly positive progress measures at both GCSE and A level . We are now entering an exciting stage in the school’s development with a unwavering determination to be rightfully recognised as an Outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student every day , both inside and outside of the classroom. In November of 2022 this exceptional practice was recognised when we were designated as a National Centre of Excellence by the Inclusion Quality Mark.

In October 2021 we moved into our brand new school which will provide staff and students with world class facilities to inspire and support their learning and ambitions. These facilities will also provide opportunities for us to broaden our incredible extracurricular offer to students, a vital part of life at Burnham Grammar to broaden students horizons and raise their aspirations.

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to be recognized as an exceptional school leading the development of practice nationally . Candidates for this post will already be exceptional and reflective practitioners or possess the qualities and desire to become exceptional.

HEADTEACHER'S LETTER

We are, of course, proud of our examination results but students' education at Burnham Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a number of national awards such as the Music Mark Award, Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award.

We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school. With 61 different first languages spoken by students we are a very diverse school and would want our staff to reflect this diversity.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are fostered with care and the key strength of the school. We provide the support and reassurance for our students to develop the resilience and mindset to strive to be their very best. Our school aims are summarised by the overarching motto :

“Embracing Challenge”

Our students are constantly challenged and supported to volunteer answers at the edge of their understanding and learn from their mistakes to ensure that they fulfil and surpass their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

To hear more about working at Burnham Grammar please use this link

[Working at Burnham Grammar School Video](#)

Yours sincerely



Dr A Gillespie
Headteacher

BENEFITS OF WORKING AT BGS

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- End of Term Socials – Christmas/Summer cricket etc.
- Friday treats
- Free lunch provided on INSET Days for all staff
- Generous Pension Schemes for staff – TPS for Teachers and LGPS for Support staff
- Day off for Religious observance e.g. Diwali, Eid, Vaisakhi, Hanukkah etc.
- CPD opportunities for all staff
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD
- Free Parking

BENEFITS OF WORKING AT BGS

- Free tea/coffee for all staff
- State of the art facilities in our brand new building
- A bespoke induction programme for all staff joining the school, tailored to individual requirements such as for those new to the teaching or working in schools.
- Cycle to work scheme
- Wellbeing Award

Employee Assistance Programme (EAP) provider, Health Assured which is available to ALL employees free of charge and offers:

- Emotional Support with Relationship and family issues or worries
- Loss, including loss of job, friend or family member through bereavement
- Financial concerns, budgeting, borrowing or tax credits
- Work life & Health including Stress Management



Burnham Grammar School

"Pupils enthusiastically embrace challenge and enjoy learning"
(Ofsted Dec 2022)

Head's Executive Assistant

Bucks Pay Range 6 (£36,495 - £39,876)*

Permanent, Full Time

We are looking for a committed and enthusiastic Head's Executive Assistant to work with the Executive Head across BGS & BLDT

***Bucks Pay rates 25-26**

Required for June / July 2025

**11-18 Mixed Grammar School
NOR 1271 (6th Form 370)**

"The behaviour of pupils is exemplary. Pupils enthusiastically embrace challenge and enjoy learning."

(Ofsted December 2022)

Lead school in small MAT

2024 A Level:

86% A*-C grades

71% A*-B grades

38% A*-A grades

2024 GCSE:

93% grade 5-9

56% grade 7-9

33% grade 8-9

62% of students achieved 5 or more grade 7-9 at GCSE

We are offering you:

- State of the art facilities
- A diverse community of enthusiastic, motivated & intelligent students
- An outstanding culture & ethos where students & staff are supported enjoy & achieve
- A socially active & culturally diverse school community
- Personalised & effective CPD as evidenced by the school's IIP Gold retained in Dec 2024
- Wellbeing Award (2025)
- IQM Centre of Excellence retained in Nov 24

We want from you:

- Excellent interpersonal skills with the ability to manage challenging issues with staff, parents and students
- Excellent strategic planning and organisational skills
- Flexible & detailed diary & calendar planning & management
- Ensuring confidentiality and discretion in all communication with the school community and other stakeholders
- Experience in using SIMS, or a similar database would be advantageous
- Is passionate about supporting and raising the aspirations of our students

"Staff appreciate the support and time they get to develop their own subject expertise. Leaders have adopted an approach to assessment that is manageable for staff and purposeful for pupils."

(Ofsted December 2022)

Closing date for applications: 10am on Wednesday 28th May 2025

Interviews: w/c Monday 2nd June 2025

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to the HR and Recruitment Officer by email or post. Please note we do not accept CVs.

E-mail: vacancies@burnhamgrammar.org.uk

Website: www.burnhamgrammar.org.uk

Post to: **Burnham Grammar School,
Hogfair Lane, Burnham, Bucks. SL1 7HG**

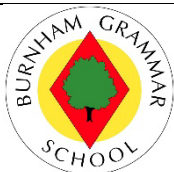


Just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25. Burnham station (mainline Paddington & Elizabeth Line) is a short walk from the school.
Headteacher: Dr A Gillespie

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment.

Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.



BURNHAM GRAMMAR SCHOOL

Headteacher's EA Person Specification

Qualifications and knowledge	Essential	Desirable
Child protection and safe working practices (Training provided)	✓	
Current valid UK Driving Licence and ability to travel to other sites	✓	
Educated to GCSE level with Maths and English at Grades A*-C / 4-9 or equivalent	✓	
Educated to degree level or equivalent		✓
First Aid At Work qualification (Training will be provided)		✓
Administrative or secretarial experience	✓	
Experience of working in a Secondary School		✓
Good numeracy & literacy skills and the ability to proof read and correct documents	✓	
Skills and abilities	Essential	Desirable
To keep all matters relating to the Headteacher's business confidential at all times	✓	
Ability to work independently demonstrating initiative and proactivity	✓	
Ability to identify work priorities and manage own and others workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓	
A meticulous attention to detail	✓	
Ability to develop and maintain efficient record keeping systems	✓	
Excellent interpersonal skills, including the ability to manage challenging issues with staff, parents and students	✓	
Effectively work and communicate with people at different levels, both within and outside the organisation	✓	
Excellent planning and organisational skills to include time management and the ability to plan ahead on a weekly, termly and annual basis	✓	
Experience with Microsoft Office systems, specifically Word, Excel & PowerPoint and equivalent Google online packages (Some Training provided)	✓	
The ability to write clearly and concisely and to produce and maintain documents and systems	✓	
Excellent listening and communication skills	✓	
Ability to take personal responsibility for organising day to day targets	✓	
Ability to demonstrate good keyboard skills for accurate computer input and retrieval	✓	
Experience	Essential	Desirable
Providing training or coaching to clients or colleagues	✓	
Experience of, or willingness to learn, a range of computer applications	✓	
Experience of using SIMS or an equivalent management information system (MIS)	✓	
Administrative or secretarial experience	✓	
Personal Qualities	Essential	Desirable
Able to work as part of a team but also confident to work individually without close supervision	✓	
Is approachable and understanding of the needs and pressures that staff, students and parents are under, but is compassionately assertive to ensure the best outcomes for staff & students	✓	
As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check and commit to safeguarding and equality training.		



Burnham Grammar School

JOB TITLE: Executive Assistant to the Headteacher

LOCATION: Burnham Grammar School

GRADE: Bucks Scale: 6

37 hours per week; Full time

DEPARTMENT: Admin Support

REPORTS TO: Headteacher

POSTS SUPERVISED DIRECTLY: TBC

MAIN PURPOSE OF JOB:

1. To manage and co-ordinate the diary of the headteacher and be the primary liaison point for the Governors and Trustees.
2. To manage and co-ordinate the system of updating and publishing school and Trust wide policies.
3. To provide a confidential and personal administrative service to the Headteacher and to support the Senior Leadership Team where necessary,
4. To strategically manage Governor and Trustee meetings within the Multi Academy Trust; including liaison with clerks, Trustees and Governors in all BLDT schools, ensuring that the published protocols for documents, communication and GovernorHub and the school website arrangements are consistently met. This will include tracking attendance of individuals to meetings.
5. To co-ordinate the Governor and Trustee recruitment, induction and exit protocols, documentation and procedures and ensure they are kept up to date and are followed.
6. To initiate, and co-ordinate the annual skills audit for Governors and Trustees and prepare the summary analysis report for the Headteacher and Chair of Trustees and Governors
7. To ensure that all interactions and communications with members of the Trust, school and wider community reflect and exemplify the aims and ethos of the school.
8. To manage and coordinate responses to Subject Access Requests (SARs), Freedom of Information (FOI) requests, data breaches, and Data Protection Initial Assessments and bring to the attention SLT GDPR lead any risks to meeting deadlines

DUTIES AND RESPONSIBILITIES:

Headteacher's Executive Assistant

1. To guard the Headteacher's time to ensure that all meeting and call requests are dealt with by the appropriate member of staff unless such avenues have already been used
2. Coordinate and manage the Headteacher's diary, using Outlook, including the prioritisation and reorganisation of meetings where clashes arise, communication of invitations to attendees and tracking acceptance to communicate to the Headteacher and managing any hospitality requirements.
3. Maintain a electronic log/spreadsheet of the Headteacher's follow up actions from all meeting records and produce a weekly list of approaching deadlines or actions to review in that weeks meetings. To proactively communicate approaching deadlines to the Headteacher, and key staff prior to meeting with the Headteacher.
4. To ensure all telephone calls are dealt with professionally, effectively and relevant information passed on to the appropriate person where necessary and check that responses on behalf of the Headteacher meet the expectations outlined in the Communications Policy
5. Provide draft responses on behalf of the Headteacher to internal and external correspondence where appropriate.
6. Ensure that matters of significance are quickly and professionally brought to the Headteacher's attention. This will include arranging, and minuting meetings of a confidential nature and any subsequent administrative tasks as required.
7. Under the direction of the Headteacher, prepare external exclusion letters, communicate with parents and other agencies where necessary and maintain the exclusion log on SIMS. This will include distribution of exclusion data in appropriate formats to a variety of bodies. At certain times this may also include the administration of internal exclusions if Pastoral Administrator's are unavailable.
8. To undertake research to support the Headteacher in producing reports and presentations, including the liaison with external organisations.
9. Co-ordinate the colation information for SARs and FOIs as required and document and record them as appropriate
10. . For SARs - redact third party personal information (with the support of the SLT Admin Officer) and to ensure compliance, check the final documentation with Judicium prior to sending to the requestor. SAR/FOI deadlines MUST be adhered to.
11. Point of contact for all staff with regard to GDPR queries and for DPIA forms to be reviewed and approved and record all reported data breaches

Liaison with Governors and Trustees & Meeting Co-ordination

12. Liaise with Trustees, Trust School LGBs, SLT leads and relevant clerks to construct, edit, update and communicate annual meeting grids, agendas, minutes and reports to all relevant parties and adhering to published guidelines
13. Collate and co-ordinate the review and publication of committee Terms of Reference following annual reviews in the summer term for publication on GovHub and the school website at the start of the Autumn term.
14. Co-ordinate committee Headline documents publication on GovHub following termly and annual reviews, ensuring that they contain executive summaries at the start.
15. Edit and finalise with the Headteacher Trust documents such as the Scheme of Delegation and Framework documents.
16. Co-ordinate the recruitment of all Trustees and BGS governors

Staff Handbook & Policy Management

17. To work with the Headteacher on annually reviewing, maintaining, communicating and publishing the update of policies and the Staff Handbook.

Communications & Calendar

18. With the Office Manager, ensure that all communications to parents are approved by the Headteacher or Deputies in their absence and adhere to the BGS Communications, Policy and Branding Guidelines.
19. To work with the Headteacher, Network Manager, Development and Communication Officer to develop the publication of the school calendar in its different formats.

Whole School Events

20. Manage and co-ordinate the preparation for Junior and Senior Speech Days.

Standard Operating Procedures (SOP) (For use by staff in post-holders absence)

21. Develop, update and check the clarity of the SOP for monitoring and collation of all policy documents and train and regularly update identified cover staff in its use
22. Develop, update and check the clarity of the SOP for the administration of Junior and Senior Speech Days and train and regularly update identified cover staff in its use.

General

23. To assist the Financial Director in reviewing, modifying and implementing systems as and when required.
24. Follow school policies and procedures especially those relating to safeguarding/child protection, health and safety and the Data Protection Act/GDPR.
25. To ensure confidentiality at all times adhering to GDPR requirements and the Data Protection Act.
26. To carry out any broadly similar duties as may be required from time to time.
27. To process and maintain student records, both manual and computerised, in line with school procedures.
28. To occasionally escort and supervise students on educational visits and out of school activities.
29. To occasionally provide supervision for internally excluded students.
30. To write a Standard Operating Procedures document for all key processes identified by the Headteacher.
31. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.
32. To update or edit sections of the school website as directed.
33. If the school forms a MAT the headteacher may ask you to undertake some of your duties at the schools within the Trust.

As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.

MAKING AN APPLICATION

How to Apply

To apply for this position, you will need to complete our application form and professional competencies grid which you can download from our website under the vacancy details:

[Burnham Grammar School Vacancies](#)

Completed applications should be sent to **vacancies@burnhamgrammar.org.uk** by the closing date and time on the job advert.

Please note only fully completed application forms will be considered and we do not accept CVs.

Shortlisting

Applications will be assessed based on the information provided on the application form and will be shortlisted if they fulfil the criteria for the role and the person specification. Shortlisting may take place before the deadline for applications has passed.

If you are shortlisted for interview you will be sent a self declaration form about any criminal disclosures. You will need to complete and return this disclosure form at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

The Trustees of the Beeches Learning and Development Trust reserve the right to re-search applicants on social media platforms and the internet and to use this as part of the shortlisting process

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

MAKING AN APPLICATION

References

It is the normal practice for references to be obtained before any formal interview.

You will need to provide details of two people who have knowledge of you in a working / educational environment, paid or unpaid.

The first reference should be your present or most recent employer and a contact at your last post working with young people if you are not currently doing so.

If you are a student give appropriate school or college referees.

References must cover a 5-year consecutive period.

Interview

If you are shortlisted for interview you will be sent an invite to interview letter with all the interview details via email. Interviews will include a panel interview, a tour of the school, a student panel interview and a chance to meet members of the team informally over either coffee or lunch.

Teaching posts will include teaching a lesson and support staff roles will include an administration task relevant to the role in which you are interviewing for.

Successful Appointments

All successful appointments are subject to satisfactory references, Disclosure and Barring Service (DBS), Health Checks, proof of Right to Work in the UK and satisfactory checks on the Teaching Regulatory Agency.

PRIVACY NOTICE

Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at on our website under Vacancies which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: surname, forename(s), previous surnames, preferred title, address for correspondence, home, work and mobile telephone number, email address, national insurance number, details of current and past employers, details of previous employment details including salary, details of your qualifications, details of your relationship with the Teaching Regulation Agency and your induction period (where applicable), your referees, right to work in the UK status, any disabilities, religion, gender, ethnicity and any criminal convictions. We will also collect any other information you choose to share with us during the process.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Please find below the link to our vacancies page on our website where you can find the full Privacy Notice for Job Applicants

[Burnham Grammar School Vacancies Page](#)

Please find below the link to our vacancies page on our website where you can download our application form for completion.

[Burnham Grammar School Vacancies](#)

Please find below the link to our policies page on our website where you will find our Child Protection policy.

[Burnham Grammar School Policies](#)

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

[Investors in People Report](#)

We are proud of our development of our staff



Investors in People Gold Award retained in Feb 2024

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment.

Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.

