



# Wycombe High School

~ Girls' Grammar School ~



At Wycombe High  
*we look beyond*



## Appointment of **Reception Administrator** **REQUIRED for January 2023**

Bucks Pay Scale 1b, pt 10 £19,448 per annum pro-rata  
(actual salary for 22.5 hours, 40 weeks per annum is £10,280)

Part time (3 days per week - Wednesdays, Thursdays and Fridays)  
Term time only, plus 3 Inset Days, plus 3 days over the summer exam results  
period i.e. 40 weeks per annum



APPLY AT  
[WWW.WHS.BUCKS.SCH.UK/VACANCIES](http://WWW.WHS.BUCKS.SCH.UK/VACANCIES)





# The Role

We are seeking to appoint a Reception Administrator to maintain a high quality reception service so that visitors to the school are managed appropriately and requests for help from students and staff are dealt with courteously and in a timely manner.

This is a job share position, working three days per week, providing support to all teaching staff as part of the request for assistance process.

The successful candidate will carry out secretarial and administrative tasks, such as collating, photocopying and filing; make and receive telephone calls; and provide support for colleagues in the education support team with the organisation of events.

The successful candidate will produce the daily student bulletin, amending slides as necessary.

## **KEY DATES:**

**Deadline for applications**

**Please apply as soon as possible**

He/she will oversee all mail and organise couriers when required.

They will train student ambassadors and arrange the rota for students assisting on Reception.

Knowledge or experience of working in an educational environment would be desirable, but is not essential. Experience of working with young people is essential.

In return, we offer the opportunity to work in a friendly, vibrant and outstanding school, provide an extremely generous pension and a free Employee Assistance Programme.

In recognition for its work on mental health, Wycombe High School is a Mind Index Silver Award holder.

**Interviews to be held**

**As soon as possible**

# The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. We hope that this booklet and the school prospectus give you a flavour of Wycombe High School.

To help you in your application we show below the characteristics that we are looking for when reading the applications and at the interview.



- Education to Level 2 or above (or equivalent)
- Experience of good working relationships with young people would be advantageous
- High level of literacy
- Self-motivated and hard working
- Ability to maintain a high level of confidentiality
- Excellent written and verbal communication skills
- Discretion and trustworthiness
- Professional and able to work within defined standards and procedures
- Ability to work calmly and effectively under pressure
- Excellent organisational and time-management skills
- Committed to the ethos of Wycombe High School



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# How To Apply?

The application form can be found on our website:  
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form in which you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

## **SEND COMPLETED APPLICATION VIA EMAIL TO:**

Mrs N. Renyard, Headteacher,  
Wycombe High School,  
Marlow Road,  
High Wycombe,  
Bucks, HP11 1TB  
**Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)**

## **REFERENCES**

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## **SAFEGUARDING**

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

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.

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# Pay and Conditions



**Bucks Pay Scale 1b, pt 10 £19,448 per annum, pro-rata for 22.5 hours, 40 weeks is an actual salary of £10,280 per annum.**

Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, a scheme which offers exceptional employer contributions and benefits (22.8%).

We also provide an Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

## **EQUAL OPPORTUNITIES**

Wycombe High School 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.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

## **SMOKING AND ALCOHOL**

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

## **DRESS CODE**

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.



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**As soon as possible**



At Wycombe High School, we

*Look beyond* the traditional grammar school.  
*Look beyond* league tables and examination results.  
*Look beyond* stereotypes and conventions.  
*Look beyond* a world where futures are fixed.

At Wycombe High, we *look beyond*.



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Visit our website at:  
[www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)

Follow us on Twitter @WycombeHighSch

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