



Chelmsford County High School for Girls A Grammar School with Academy Status



Appointment

Senior Assistant to Headteacher

Term-Time + 2 weeks

Required June 2021

Actual salary: £22,822.45 to £26,175.44 (Scale 7, points 19-24)
pay award pending, starting salary dependent on skills and experience





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April 2021

Dear Prospective Applicant

Appointment of: Senior Assistant to Headteacher

Thank you for requesting information about the post. Should you decide to apply and be successful you will be joining a school which, from your first visit, will strike you as vibrant, bursting with energy and enthusiasm, and above all a very happy school that celebrated its Centenary Year in 2007. You will also find it useful to visit the school website www.cchs.co.uk.

We are rated as an “outstanding” school, a badge we are proud to hold and which applies to all areas of the School’s activities.

Chelmsford County High School for Girls has been a single academy trust since 2011. The status offers us a range of opportunities to pursue academic goals whilst running the school as a limited company. The School expanded to 5 forms of entry in 2015 in response to increasing demand for grammar school places in the area, over 1,300 girls sit our entrance test each year.

The School was awarded a substantial grant to expand by an additional form of entry from September 2020. This was conditional to the School developing its existing strategies of working with local primary schools to encourage and support girls from disadvantaged backgrounds sitting our entrance test and securing a place. To that effect we have amended our admissions policy and committed to reserving up to 30 places for girls in receipt of Pupil Premium and Free School meals whose results fall within the top two bands.

Our school is led by a strong team of senior staff and governors who are constantly striving for excellence, seizing all opportunities for the benefit of our students and our staff.

We are seeking to appoint a person with the skills, knowledge and experience to complement the team of teachers and leaders. Above all, we are looking for a committed individual with a genuine interest in providing the highest quality in every aspect of the role. Our students deserve the very best we can provide. We believe in the importance of a collaborative approach and a commitment to the team. The successful applicant will benefit from a wide range of experience at our school and above all enjoy working with us.

Thank you for your interest. If you feel that Chelmsford County High School for Girls can provide the challenges and opportunities you are looking for then we would be delighted to hear from you.

Yours faithfully

Stephen Lawlor
Headteacher



STUDENTS

Chelmsford County High School is a great place to work with a caring ethos – our students are motivated, pleasant, courteous, well-behaved and enormous fun! They like school, and enjoy learning, achievement is high, and almost all the students go on to Higher Education at the most competitive universities, including Oxford and Cambridge.

THE SCHOOL

Chelmsford County High School was founded in 1906 as one of the first girls' secondary schools in Essex. In an area where most other schools are all-ability comprehensives, it is a selective grammar school with academy status.

In September 2015, we expanded our intake for Year 7 and Year 12 admitting 150 students per year groups. Most of our students in Year 11 return for the Sixth Form, and some 30-40 students join Year 12 from other schools. Entry at Year 7 is highly competitive: according to our admissions policy we offer places to the 150 girls who meet our criteria, out of the 1,300 or more who sit the entrance test. The School has a large number of "feeder" primary schools, around 80 in any one-year group! Entry into the Sixth Form is determined by a strong performance at GCSE, which suggests good potential in the subjects chosen for A Level. At present, there are 1,049 students on roll with 259 in the Sixth Form. Our students follow a broad curriculum with equal value attached to each subject area. We are working towards an Artsmark Gold Award, which celebrates the emphasis we put on creativity across the curriculum.

This is not a complacent school. We regularly review our practice, and ensure that classroom methodology is appropriate to the needs of our students. All staff have the opportunity to contribute to whole school planning for improvement through their subject and year teams as well as focus groups, each led by a member of the Senior or Middle Leadership Team.

This is a very busy school, which places a strong emphasis on enrichment activities. There is a fine tradition of musical performance, and most students play at least one instrument. There are many orchestras, choirs and ensembles. Drama is also an important enrichment activity,





with clubs, and major school productions involving many students. Our sports teams are very successful, as are our individual sportswomen. Our students are lively and talented, as well as being academically able, and we try to provide plenty of opportunities for them. They also run a wide range of clubs or societies such as the Law society and Medical society where they invite speakers or present papers themselves. House activities include some distinctly less serious events, which nonetheless challenge student ingenuity. As a girls' school we challenge gender stereotypes and place great importance in presenting our students with a wide range of opportunities beyond the taught curriculum, this includes involvement in many STEM activities and competitions.

In terms of resources and buildings, we have a fine mixture of "traditional", provided by the original main building, and a variety of buildings dating back to different decades of the last century together with some excellent modern facilities, such as the Music and Languages Centres. There is good computer provision, including interactive whiteboards in every classroom. We have some dedicated Sixth Form facilities, a dance/drama studio, and all-weather artificial pitch. We recently created a lecture room where we run a programme of academic lectures.

Governors are highly committed individuals who are generous with their time and the expertise they bring to the School. Parents are very supportive individually or through the Parents' Association, and have, obviously, very high expectations of the School. We have a strong school community, which is friendly and welcoming. We trust our students to behave well, and the atmosphere in the School reflects our high expectations of them in this respect.

STAFF

- ❖ The School currently has a **teaching establishment** of 43 full-time and 25 part-time staff.
- ❖ There is a **non-teaching establishment** of 34 Support Staff most of whom are part-time, who support teaching and learning in various capacities.
- ❖ **New Staff Induction Programme** - new colleagues benefit from a comprehensive programme of support and guidance from their Department, Faculty and Pastoral teams.
- ❖ **Professional qualifications** - we offer teaching staff the opportunity to develop their knowledge and understanding of education by offering a contribution to the cost of a Master's degree or an NPQ course.
- ❖ **Continuing Professional Development** - we have well-established Professional Development Groups and School Development Groups, which provide staff with focused and personalised development programmes.
- ❖ **Leadership development** - we have devised and run the 'CCHS Leadership Programme' to enable colleagues to secure leadership experience, as well as develop their existing practice, to facilitate career progression.
- ❖ **Wellbeing** - we have a staff wellbeing group as part of a whole-school commitment to ensuring that all staff thrive in their professional roles.



The Senior Leadership Team

- ❖ **Headteacher: Mr Stephen Lawlor**
- ❖ **Deputy Headteacher - Curriculum - Mrs Emma Ledwidge**
- ❖ **Assistant Headteacher - Pastoral - Miss Fiona Harrison**
- ❖ **Assistant Headteacher - Head of Sixth Form - Dr Michael Palmer**
- ❖ **Assistant Head Teaching & Learning and Staff Development - Mrs Jo Cross**
- ❖ **Business Manager - Mrs Melissa Mulgrew**



Job Description

Post Title:	Senior Assistant to Headteacher
Status:	Permanent, Term Time + 2 weeks
Line Manager:	Headteacher
Responsible For:	N/A
Salary:	£22,822.45 to £26,175.44 (Scale 7, points 19-24)

PURPOSE OF JOB

- To manage the School's public relations and image.
- To act as personal assistant to the Headteacher.
- To undertake the administrative tasks associated with the recruitment of all staff.
- To undertake administrative tasks and provide support as required.
- To assist with the planning and organisation of tasks and activities, including the arrangement of meetings, communications and correspondence.

DUTIES AND RESPONSIBILITIES

The post holder will be expected to:

Personal Assistant to the Headteacher

- Provide a personal assistant service to the Headteacher.
- Be familiar with all aspects of the Headteacher's role.
- Produce and circulate correspondence as required.
- Lead on the organisation of some school events and to support others.
- Arrange meetings, make appointments and maintain diaries to assist with effective time management.
- Make hospitality arrangements as required.
- Act as minute secretary in meetings as requested by the Headteacher.
- Identify documentation and information required for diary commitments and where appropriate research, co-ordinate and provide material to meet them.
- Communicate with outside agencies, parents, governors, members of staff etc. as required, always bearing in mind confidentiality and the 'need to know' principle.
- Draft responses to mail, email correspondence and telephone requests on behalf of the Headteacher when required.
- Receive and filter telephone calls, taking messages and / or appropriate action as necessary.
- Provide appropriate information to parents, visitors and staff.
- Create and maintain manual and computerised systems in order to ensure the efficient retrieval of data.
- Communicate and share information with colleagues in Mid Essex schools, the Association of State Girls' Schools and the Super Selective Grammar Schools.



Public Relations and the School's image

- To create, implement and measure the success of:
 - ❖ A comprehensive marketing, communications and public relations strategy that will enhance the school's image and position within the sector;
 - ❖ All marketing, communications and public relations activities and materials.
- To co-ordinate media interest in the school and ensure regular contact with target media.
- Add news to social media platforms
- To co-ordinate the appearance of the school's "brand" including the use of logo, and the design of stationery, prospectus and website, etc.
- To ensure articulation of the school's desired image and position and consistent communication of image and position both internally and externally.
- Liaise with Senior Leadership Team (SLT), Governors and staff on updating content and design of the school's website.
- Manage the website
- Liaise with SLT on co-ordinating the advertising and execution of major school events
- To manage all marketing, communication and public relations activity within the allocated budget.
- To develop short-term and long-term plans and budgets for the marketing strategy and related activities, monitor progress and evaluate performance.
- Maintain a list of the School's high profile, business and friends contacts.
- Coordinate and produce the Headteacher's weekly bulletins and half-termly newsletter to parents

Recruitment

- Work with and provide administrative support to members of the Senior Leadership Team (SLT) in relation to the recruitment of all categories of staff including: updating job specifications, the production of advertisements, the collation of recruitment packs, seeking references for short-listed candidates, organising panels and activities and arranging resources and facilities (except for SLT appointments).
- I have never done this aspect of the role, either Susan, and latterly Wendy has done the checks.

General Duties

- Assist with the development of school administrative systems.
- Actively participate in the annual performance management process.
- Participate in line management meetings and staff meetings.
- Participate in staff training and development sessions.
- Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at



Job Description

the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder will be expected to work flexibly and carry out all duties in compliance with the School's policies.



Person Specification

The post –holder will need to possess the following:

Qualifications & Knowledge	<ul style="list-style-type: none"> • High level of literacy, preferably A level standard minimum and competency in using IT (Microsoft Office software, including email, PowerPoint as well as Publisher). • Degree level qualification is desirable, but not essential. • Public Relations qualification is desirable, but not essential. • Excellent knowledge of how to maintain and develop electronic and manual records and data. • Excellent knowledge of media relations, including media monitoring, social media, placing articles in the media.
Experience	<ul style="list-style-type: none"> • Managing a diverse and large workload in a busy environment. • PA experience, preferably at senior management/director level and some experience of brand image and liaising with the Media
Skills & Abilities	<ul style="list-style-type: none"> • The ability to maintain confidentiality, pay attention to accuracy and have an eye for detail. • Excellent communication, interpersonal skills and the ability to write excellent English, including grammar. • Ability to support the Headteacher and enable him to fulfil his role effectively by carrying out all secretarial tasks with the utmost efficiency. • The ability to assimilate information quickly and respond appropriately. • The ability to interpret and present data in a professional and appropriate format. • Effective time management skills and the ability to balance competing priorities and achieve deadlines. • Excellent organisational skills.
Commitment	<ul style="list-style-type: none"> • Commitment to professional development and training.
Personal	<ul style="list-style-type: none"> • Well spoken, mature, confident, capable of networking, being right hand to the Headteacher. • Ability to work both independently and as part of a team, working co-operatively and sensitively with others. • Positive, proactive, professional and enthusiastic in attitude, and committed to the School’s image and success. • Flexible and able to adapt to changes in working methods and approaches. • Ability to exercise judgement, take initiative and know when to seek advice. • Ability to display a calm, tactful and responsible attitude.



Application Process

To apply for this role, please submit a completed application form supported by a letter addressed to Mr Stephen Lawlor, Headteacher, outlining what you would bring to the post, addressing the Person Specification and the Role Description.

Please give the names, positions, organisations and telephone contact numbers of two referees, one of whom must be your current or most recent headteacher. Referees will be contacted prior to interview, unless you specifically state otherwise.

Please also complete and return the Equal Opportunities Monitoring Form, which is included with the Application Form. This will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on this form will be treated as confidential and used for statistical purposes only. This form will not be treated as part of your application, and will not be seen by anyone involved in the selection process.

Finally, please ensure that you have included work, mobile and home telephone contact numbers and an e-mail address. Please also indicate any dates when you will not be available for interview.

Applications should be emailed to Mrs Hazel Bates, **for the attention of Mr Lawlor:**
hbates@cchs.essex.sch.uk



About Chelmsford

Situated just 30 miles northeast of London, Chelmsford is the perfect base, with excellent road, rail and air communications. The A12 runs to the east of the town, meeting the M25 near Brentwood, with London's Liverpool Street railway station, and Stansted Airport 30 minutes away, respectively. From a bustling town centre with excellent shopping and eating facilities, to tranquil villages, unspoilt countryside and coast, Chelmsford is the perfect combination of city and country.

Chelmsford took the top spot in the 2018 Sunday Times Best Places to Live guide. In the guide, which ranks towns on factors including jobs, broadband speed, culture, community spirit and local shops, Chelmsford ranked Best Place to live in the East as it is also home to several excellent state schools, and the Anglia Ruskin University.

Despite redevelopment in the past 30 years, Chelmsford retains many glimpses of its past. It was awarded City status in 2012. Mentioned in the Census of 1086 as two settlements beside the River Can, later joined by a bridge, it became the County town in 1250. The Blackwater and Chelmer Navigation Canal opened in 1797, linking the town to the coast, and the railway came in 1843. Chelmsford is the renowned birthplace of radio; Marconi began broadcasting in 1895, and the city has attracted major names in the business world ever since.

The town centre benefitted from some investment recently with John Lewis, and many more high-class shops located in the new Bond Street.





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The Governing Body is looking to appoint an able individual to act as the Senior Assistant to the Headteacher. S/he will manage the School's public relations and image, act as the personal assistant to the Headteacher, support some of the school events and undertake administrative tasks relating to staff recruitment.

The role requires someone who pays meticulous attention to detail, has energy, enthusiasm, has a calm manner and the ability to prioritise. S/he will be approachable, have strong people skills and a 'can do' attitude. PA experience at a senior management/director level would be preferable. Experience of using Microsoft Office Outlook, Word, Excel, Publisher and Powerpoint is essential. The successful candidate will have a high level of literacy skills preferably to A Level standard. Experience in brand management and liaising with the media would be an advantage.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The post is subject to an enhanced DBS (previously CRB) Clearance.

For an application form and information pack please visit (www.cchs.co.uk/vacancies)

Completed applications to be emailed to Mrs Hazel Bates: hbates@cchs.essex.sch.uk

Closing Date: Monday 26th April 2021

Interview Date: To be advised