Wycombe High School

~ Girls' Grammar School ~



Appointment of **Sixth Form Student Administrator**

REQUIRED as soon as possible
Full Time, Term Time Only + Insets Days + 5 days in the summer holidays
(This role is for 37 hours per week, with a start time between 08:00-08:30hrs, finishing between 16:00-16:30hrs, for 40 weeks per annum)
(Part time hours may also be considered)

Bucks Pay Scale 3, Pt 16 - Bucks Pay Scale 3, Pt 20
£23,152 — £25,043 per annum, pro-rata
(actual annual salary £20,123—£21,767)

Mind 2021-2022 Silver Award Winners



APPLY AT WWW.WHS.BUCKS.SCH.UK/VACANCIES



The Role

We are seeking to appoint a proactive and enthusiastic administrator to provide support for the Head of Sixth Form and Tutor teams to assist them in the management of the department. The postholder will be required to work for an extra 5 days during the summer period.

This role would suit someone with great planning and organisational skills as they will organise events such as: induction days; Year 12 parents' conference; parents' evenings; Year 11 'Into the Sixth Form' evening etc.

The successful candidate will be responsible for all aspects of Sixth Form attendance, including the administration of external applications, administration of study leave, plus bringing any concerns to the attention of the Head of Sixth Form.

This role requires excellent admin, communication and interpersonal skills as s/he will be typing letters, updating spreadsheets, filing, making and receiving telephone calls, and liaising with other school staff plus external agencies as required.

In return we offer the opportunity to work in a friendly, vibrant, outstanding school.

KEY DATES:
Deadline for applications:
As soon as possible

Interviews will take place:
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, below are the characteristics that we are looking for when reading the applications and at the interview:

- Education to Level 3 or above
- Knowledge and confident use of software packages including MS Office, Excel and Outlook
- An excellent communicator, with very good oral and written skills
- Excellent interpersonal skills
- Able to prioritise workload and work quickly and accurately under pressure
- Proactive and able to work on own initiative
- Able to work independently but also as part of a team
- Professionalism and the ability to work within defined standards and procedures
- A strong empathy and like of young people
- Courteous, discrete and respectful of confidentiality
- An eye for detail
- Positive 'can do' attitude to work
- Experience of delivering a high quality, responsive service
- Experience of working in a busy environment with people of all ages
- Experience of managing workload and meeting challenging dead-lines.
- 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

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



PAY SCALE

Bucks Pay Scale 3, Pt 16
- Bucks Pay Scale 3 Pt 20

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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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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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Email: hr@whs.bucks.sch.uk

Visit our website at:
www.whs.bucks.sch.uk

Follow us on Twitter @WycombeHighSch

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