



Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: www.rgshw.com

A selective day and boarding school for 1400 boys

Gap Year Work Experience

Start asap

A minimum commitment of three months is required

Applications should be made to the Headmaster's PA, Denise Chick, by Monday 14 September, by email to (dmc@rgshw.com)

Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear by Tuesday 15 September when full details of the interview will be given. Interviews will take place asap.

The Royal Grammar School is committed to promoting the safety and welfare of all pupils.

Appointment is conditional upon at least two satisfactory references.

All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.

Information for Candidates





FROM THE HEADMASTER

RGS is an exceptional place. We have a vision to be seen as world class in offering those most naturally able the best that a state funded school can offer. We have a proud tradition, dating back to the 13th Century of educating young men.

We have high academic standards, excellent examination results and consistently feature amongst the top state schools in England. Almost all students progress to good universities including approximately 15-18 to Oxford and Cambridge, other stellar institutions and to the USA.

Our broad and balanced curriculum is not the full story and we look far beyond its confines with a vast array of co-curricular opportunities unparalleled, I believe, in the state sector.

Our innovative teachers deliver a high-quality classroom experience combined with exceptional pastoral care. We ensure that, in this large school, every boy is known as an individual.

We encourage all Wycombiensiens to be self-confident, positive, healthy and enquiring young men who acquire the qualities of tolerance and respectfulness embodied through a modesty of manner. The result is a happy, close-knit community where we enjoy each other's company, and friendships for life are formed.

Most of our students are day boys. Boarding, however, has a unique capacity to shape the lives of young people and RGS offers this provision to 70 boys. Full and weekly boarding is on offer and pays a substantial role within the life of the school.

You will very much enjoy being part of the RGS. The boys are courteous, committed, caring and entertaining. The commitment and dedication of staff and volunteers who all work towards achieving our vision are the vital component in ensuring the success of RGS. We are looking for enthusiastic people to join us who are passionate about education and are willing to go the extra mile to be a part of our exciting journey.

I hope that you find the information of use and look forward to receiving your application if you feel that this opportunity would suit what you have to offer. Thank you for your interest in RGS.

I am delighted that you are considering joining us.

Best wishes

Philip Wayne

[Media Video](#)



Gap Year Work Experience

Responsible to the Deputy Headmaster and the Chief Operating Officer

Purpose

RGS is pleased to offer the opportunity to obtain a wide variety of work experience in an educational setting. Opportunities include both educational duties, such as cover, classroom assistance, etc, or corporate duties such as support to the school shop, resources, maintenance, etc.

This could be full- or part-time.

As this is unpaid work experience, we are unable to offer a salary, but a stipend to cover expenses of £20 per day plus a meal, is offered.

Skills and Abilities

Organisational skills, the ability to prioritise workloads and deliver targets and deadlines.

Good oral and written communication.

Ability to work under pressure, whilst maintaining attention to detail.

Ability to work using own initiative.

Ability to work as part of a team.

Genuine desire to support the school's vision of being seen as world-class through offering those most naturally able, irrespective of their background, the best all-round education offered in the UK.

Lettings Assistant (optional)

In addition, there is an opportunity to help with lettings during weekends and evenings – this will be paid @ £8.79 per hour. Duties will include:

- To assist the smooth running of evening and weekend lets, including preparation of equipment and facilities as per requirements.
- To report to the Lettings Manager whether all areas being used for lettings are clean and acceptable for use.
- To arrange for the prompt locking and security of the school after school activities or evening or weekend lettings. This will require careful liaison with the people responsible for each activity.
- To arrange for the locking and unlocking of designated gates school wide at the appropriate times.

Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK; and
- receipt of two satisfactory references.

How to apply

Please complete the application form. Further information should be added to the 'supporting statement' section in the form. If you wish to send your cv, please email it directly to the Headmaster's PA at dmc@rgshw.com.