

ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

Website: www.rgshw.com



Part-time Boarding Administrator / Coordinator

asap

Term Time only plus inset dates

Applications should be made to the Headmaster's PA, Denise Chick, by 8.00am Monday 7 October 2024 by email (dmc@rgshw.com) or post. 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 within one week, when full details of the interview will be given. If you have not heard from us within two weeks of the deadline please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS 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.

Social media checks will be carried out on shortlisted candidates prior to interview.



Boarding Administrator / Coordinator

Job Purpose

This position has primary responsibility for facilitating the smooth day to day running of the boarding house, under the direction of the Director of Boarding.

Fraser Youens House has been awarded an 'Outstanding' from Ofsted in 2024 and we are very proud that every member of staff involved in boarding is committed to providing a caring, safe and homely environment in which our boys can flourish.

Person Specification

Fraser Youens Boarding House is home-from-home for 70 boarders. It is an energetic, well-run organisation with all who work therein, dedicated to providing the very best support possible to our students. The Director of Boarding is looking for someone who is firstly positive, with a flexible, 'can do' attitude and the ability to work, at times, under pressure. The applicant should be a team player, with an optimistic, cheerful outlook, have excellent attention to detail and be IT literate.

The Royal Grammar School requires a Boarding Administrator / Coordinator to start asap. The successful candidate would be required to join a team of who are working in our Fraser Youens Boarding House where we look after 66 boarders (either on a weekly and full basis) between the age of 11-18.

Knowledge, qualifications and experience

- An effective communicator (both verbal and written)
- Great behavioural skills with proven ability to lead and manage a team
- Proven high level of numeracy and literacy qualifications
- Proven IT skills
- Ability to work using own initiative and be proactive
- Attention to detail, organisational and analytical skills
- A full understanding of health and safety, child and data protection regulations associated with this area of work
- Flexibility to carry out responsibilities as and when needed

Appointment:

- Term time, plus Inset Days
- Hours: 22.5 hours per week
- Wednesday – Friday
- 08:00 – 16:00
- Half hour for lunch

Salary:

- RGS Pay Range 4
£15,740.61 - £16,898.46 per annum (a pro-rata of £29,477 - £31,645)

Benefits:

- Break and lunchtime meals included

It is difficult to encapsulate the spirit of the RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. The commitment to excellence is there, but alongside it is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues.



Boarding Administrator / Coordinator

Reports to: Director of Boarding

Roles and responsibilities

Key Responsibilities

Work in partnership with boarders and their families and staff through open communication and nurturing authentic and professional working relationships

- Effective and timely liaison between parents and boarders: providing guidance and support.
- Ensure parental communication reaches the boarders and/or boarding team members and relevant staff in school
- Oversee and assist boarders with common room and dorm tidiness, ensuring areas are equipped and rotas in place
- Provide in-house monitoring for boys that are unwell
- Ensure a timely and effective handover to the afternoon boarding tutor

Build and maintain effective communication with key internal and external bodies: Admissions, Finance, Maintenance, Estates Team, Medical, HR, Contractors, Social Services, other educational settings

- Liaise with School Admissions to identify and process boarding applications
- Liaise with Maintenance to ensure there is a smooth process for routine maintenance
- Liaise with catering provider to ensure healthy, appetising menu choices and provide records of any special dietary requirements and/or allergies
- Deputising for Matron; dealing with minor medical concerns including the issuing and recording of basic medication and first aid (training provided)
- Raise HR and financial queries with relevant staff

Management of a high quality In-house domestic service to meet the needs of the boarding house

- Management of In house Maintenance personnel
- To line-manage and supervise the work of domestic staff in order to maintain and deliver a quality service
- Day to day management and liaison with Boarding House Maintenance personnel
- Lead and motivate a diverse team
- Review and assess workload schedules and allocate resource as required whilst prioritising tasks
- Facilitate attendance, performance management and relevant training
- Control and issue all domestic equipment and materials within budget limits
- Ensure that all domestic materials and equipment are kept clean, hygienic and maintained
- Organise and implement effective end/start of term/year boarding house
- Recruit, induct and train new domestic staff
- Review and plan schedules for decoration, repairs and service improvements
- Ensure the Domestic Risk Assessment, COSHH procedures, Fire Training and Manual Handling training are up to date and the domestic team are working in line with them
- Overview of the Boarding House Health and Safety records

Financial Management

- Process and report on Boarding House expenditure
 - Assist the Director of Boarding with annual budget setting
 - Administer and reconcile petty cash, credit card statements, trip monies and pocket money account
 - Appoint annual service & maintenance contracts for laundry and kitchen, ensuring any corrective
-

actions are undertaken

- Budget responsibility for admin, fixtures and fittings, stationary, cleaning materials, tools, and maintenance items
- Manage and order Boarding house, office and domestic supplies
- Source and compare quotes for refurbishment and fixtures and fittings

Administrative duties

- Manage reception and boarding gate intercom access; meet and greet visitors, accept deliveries, distribute incoming mail
- Manage and route phone calls appropriately
- Manage RGS Boarding email account
- Use various IT software to support housemasters by preparing reports and spreadsheets, producing letters, notices, rotas, agendas and registers
- Maintain records and undertake filing
- Review and update marketing material, policies and risk assessments as directed. - Book boarding trips and organise transport
- Booking relevant training for key boarding staff
- Coordinate operational teams (domestic, maintenance and catering)
- To provide general support and cover across the school as required

Note: Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified hence this is not an exhaustive list of duties. Employees will be expected to comply with any reasonable request from the Headteacher or Line Manager to undertake work of a similar level that is not specified in this Job Description. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties. The Royal Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.



General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participation in school trips and co-curricular activities.

Facilities at RGS

- All-weather sports facilities.
- Rolling programme of classroom and laboratory refurbishment into 'state of the art' learning spaces
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding video](#)

Salary, benefits and wellbeing at RGS

Support staff are paid on the RGS scales, which are closely related to the locally negotiated Buckinghamshire Council pay range. For the benefit of support staff, the School participates in the Local Government Pension Scheme. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

We offer	Wellbeing
<ul style="list-style-type: none"> ● Excellent pension scheme ● Cycle to work scheme ● Free membership of the School's Fitness Suite ● Free use of the swimming pool ● Tax efficient purchases of gadgets through the tech scheme ● Staff common room with free tea & coffee ● On site hot and cold food ● Social functions/concerts/plays etc ● Car parking onsite ● Accommodation (limited) ● Long service awards 	<ul style="list-style-type: none"> ● Staff football ● Staff Yoga ● Staff badminton ● Staff tennis ● Staff touch rugby ● Christmas party ● Secret Santa ● Secret buddy ● Wellbeing group meetings ● Common Room cake day ● Wellbeing week ● End of term get-togethers ● Staff birthday cake breaks

Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. The Common Room subscribes to a range of national and local newspapers and journals. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

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.

Equal Opportunities

The Royal Grammar 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 Headmaster is responsible to the Governors for monitoring this policy. The school operates an Equality Cohesion Policy. The School is a non-smoking establishment.

Our vision for RGS

- For RGS to become a world-class school in all respects.
- To be the boys' school of choice in south Buckinghamshire where young men are nurtured to become the inspirational leaders of tomorrow.

Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff. We pride ourselves in attracting and retaining staff of the highest quality, supported by outstanding provision of professional development. It is difficult to encapsulate the spirit of RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. Alongside a commitment to excellence is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues. To see the full range of activities undertaken at the school, we would encourage you to visit our website (www.rgshw.com).

High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping centre, several out-of-town shopping areas, a theatre, two multiplex cinemas, new sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well-served by cultural and sporting activities. There is little housing in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages, which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or by train. Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

How to apply

Along with a completed application form, further information should include a letter of application and a current curriculum vitae. Your application can either be completed online or emailed to the Headmaster's PA (dmc@rgshw.com)

Interviews

Those being called for an interview will hear within two days of the deadline when full details of the interview process will be given. All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK.
