

ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

Website: www.rgshw.com



Administrator: Duke of Edinburgh

asap

Salary RGS Range 2 £4,069.49 per annum (a pro-rata of £21,879)

Hours: 8 hours per week (flexibility in how these can be worked in agreement with the school, but there will be a requirement for specific working hours in the lead-up to DofE expeditions)

Term Time only plus inset dates



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Person Specification

Due to continued growth in uptake of the Duke of Edinburgh award, we now require additional support with the delivery of the programme. Therefore, we are seeking a dedicated and organised part-time Duke of Edinburgh (DofE) Administrator to join the Co-Curricular team at RGS. This role is instrumental in ensuring the smooth operation of our DofE program. The successful candidate will be responsible for a range of administrative tasks, contributing significantly to the efficiency and effectiveness of our program.

Skills and Abilities

- Organisational Skills: Strong ability to organise, prioritise, and manage time effectively
 - Communication Skills: Excellent written and verbal communication skills
 - Technical Proficiency: Comfortable with using digital platforms, particularly eDofE (training will be given), Google apps
 - Attention to Detail: Keen eye for detail, ensuring accuracy in all administrative tasks.
 - Team Collaboration: Ability to work collaboratively with other staff members and volunteers
 - DofE Knowledge: Familiarity with the Duke of Edinburgh's Award scheme is highly desirable
 - Additional Requirements
 - A background check may be required
 - Flexibility in working hours to accommodate occasional events or peak periods.
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Administrator: Duke of Edinburgh

Reports to: Director of Co-curricular

As Administrator: Duke of Edinburgh

- Clearing and Approving Alerts on eDofE: Regularly monitor and manage alerts, ensuring timely clearance and approval
- Responding to Messages on eDofE: Address any queries or messages received through the eDofE system
- Email Management: Check the DofE inbox regularly and respond to basic email inquiries.

Termly Tasks

- Participant Management on eDofE: Create participant places on eDofE, ensuring that all new entrants are appropriately registered and existing participants are upgraded to their next level
- Data Management: Add new participants to the master spreadsheet and update Teams accordingly
- Certificate and Badge Distribution: Coordinate the printing of certificates and distribution of badges and certificates each half term
- Event Support: Play a key role in organising and delivering Open Days and in-house events related to the DofE program
- Data Collation: Assist in gathering data to review departmental aspects like special educational needs (SEN), ethnicity, and pupil premium (PP) access.

Annual Tasks

- Expedition Administration: Manage administrative aspects of expedition preparation, including adding groups to spreadsheets, collating, and arranging kit requests.

Additional Responsibilities as required

- Trip Administration Support: Assist the Director of Co-curricular with administrative tasks related to RGS trips and visits.

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 an interview will be required to prove their identity and their entitlement to work in the UK.
