



**ROYAL GRAMMAR SCHOOL**  
**Amersham Road, High Wycombe, HP13 6QT**

**01494 524955**

**[www.rgshw.com](http://www.rgshw.com)**

## **Careers Administrator**

**Term time, plus Inset Days**

**12 hours per week – Autumn term**

**8 hours per week – Spring and Summer terms**

**Start date: September 2019**

Applications should be made to the Headmaster's PA, Denise Chick, by 19 June by email ([dmc@rgshw.com](mailto: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 by 20 June. If you have not heard from us by this date 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.**



## Careers Administrator

### Appointment:

- Term time, plus Inset Days
- Hours:
  - Autumn term – 12 hours per week
  - Spring and Summer terms - 8 hours per week
  - Actual hours to be agreed

### Salary:

- Point 8
  - £16,926 (full time equivalent)
    - £4,718 (actual salary per annum)
      - £1,573 Autumn term
    - £3,146 (actual salary per annum)
      - £1,049 Spring term
      - £1,049 Summer term

### Person specification:

We are 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.

### Experience:

- Although no previous experience is required, an interest in Careers Education, Information, Advice and Guidance and a willingness to learn more is essential.

### Skills and abilities:

- Strong administrative skills
- Good working knowledge of Excel & Word
- Able to take the initiative

### Desirable

- Flexibility re working hours
- Ability to be creative (poster design)

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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.



## Job Description Careers Administrator

**Accountable to:** Director of Careers and Higher Education

### **As Careers Administrator:**

- Developing, maintaining and promoting a Careers Guidance and Advice service for all students, including use of Cloudbase, RGS website
- Organisation of the Year 12 Management Conference
- Organisation of the Careers Activity Days
- Producing a monthly careers bulletin
- Embedding Careers information and events in subject departments
- Working with the Student Careers Ambassadors
- To administer:
  - Moxbridge programme
  - Annual programme of Careers talks
  - Biennial Careers Fair
  - Careers Library and Careers Room
  - Careers/Oxbridge Trips
  - Records of attendance at events
  - Feedback forms
- To run a weekly Careers drop in session at break and lunchtime



## 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 participate in school trips and co-curricular activities as identified above.

### Facilities at RGS

- All-weather sports facilities.
- 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](#)

Computers are in extensive use throughout the school, and all teachers are given the use of a laptop and an iPad with appropriate training, supported by an effective wifi system.

Sports facilities, which have recently been upgraded, include 33 acres of playing fields, a 25 metre indoor heated swimming pool, cricket nets, Eton Fives courts, a modern fitness suite, sports hall and cricket pavilion. The most recent acquisitions are a brand new, floodlit all-weather surface and a new rugby pitch.

### Salary and benefits at RGS

For the benefit of support staff the School participates in the Local Government Pension Scheme. Staff at RGS can participate in the Cycle to Work and childcare voucher schemes. All staff are entitled to free membership of the School's Fitness Suite. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

### 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;
- view of original degree and teaching certificates;
- receipt of two satisfactory references.

The School is an equal opportunities employer and a non-smoking establishment.

## 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 and two multiplex cinemas. A new sports centre with a 50m competition pool and large Waitrose, next to the M40. 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 (other than flats) 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 the new railway link.

Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

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](http://www.rgshw.com)).

## How to find us:

Amersham Road, High Wycombe, HP13 6TQ

**By road:** If travelling from the M40, leave at Junction 4. Follow signs for A404. RGS is situated at a set of traffic lights on the left hand side at the top of the Amersham Hill.

**By rail:** High Wycombe Train Station is situated on the Amersham Road and is 20 minute walk (uphill).

