



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

01494 524955

www.rgshw.com

Administrative Coordinator

37 hours per week

Full time

Start date: asap

Applications should be made to James Wright by 8am Friday 25 September by email (jwright.cons@outlook.com) or post. Along with the completed application form (which you will find on the RGS website, 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 of the deadline. If you have not heard from us by then 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.



Administrative Coordinator

The Royal Grammar School in High Wycombe, founded in 1562, is a large, highly successful and forward-thinking boys' grammar school.

This role would suit an individual who has experience in Executive level support and someone who is inspired to play a pivotal role in developing and empowering young people. The successful post hold will be supporting a wide variety of corporate departments with their executive level requirements.

Line Manager: Chief Operating Officer

Direct Reports: Nil

Salary: Range 3 (£22,245 - £24,059)

Working Hours:

- 37 hours per week. The successful candidate must be prepared to work flexibility
- Ad hoc support in after-school events as required

Conditions of Employment

The following responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- She/He shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.





Job Specification

Role Specification

Key responsibilities include:

- Providing essential support to a variety of corporate departments at the RGS
- Proactive engagement with senior executive level staff to establish future departmental requirements
- Reviewing the requirements of individual departments and prioritising individual tasks appropriately
- Ensure that individual corporate departments have the resources they require to successfully discharge their responsibilities in an appropriate manner

- Additional responsibilities supporting the Director of Co-Curriculum in the execution of their duties
- Administering the Duke of Edinburgh (DofE) program including proactively managing the schools Electronic DofE system
- Providing in-school support for all trips, training and expeditions

Person Specification

Essential qualifications, skills and personal attributes:

- Educated to A-Level (or equivalent)
- Over 3 years of executive/corporate level administrative experience
- Ability to work, problem solve and make decisions independently
- Prioritizing and managing a high and demanding workload in a calm, organized and deliberate manner
- Must be adaptable to changing circumstances and priorities

Working hours and additional responsibilities

- Standard hours are Monday to Friday, 08:00 – 16:00. The successful candidate must be prepared to work flexibility
- Ad hoc support in after-school events as required

Skills and abilities:

- Good written and verbal communication skills
- Experience using Word and Excel
- Able to work effectively as part of a team
- Able to manage own work effectively and use own initiative
- Flexibility to carry out responsibilities as and when needed
- Demonstrable commitment to the School – our principles, ethos and values
- Ability to understand and comply with all policies and practices relating to the running of the School

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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

Accountable to: Chief Operating Officer

As Administrative Coordinator:

- Providing essential support to the COO and a variety of corporate departments at the RGS
 - Proactive engagement with senior executive level staff to establish future departmental requirements
 - Reviewing the requirements of individual departments and prioritising individual tasks appropriately
 - Ensure that individual corporate departments have the resources they require to successfully discharge their responsibilities in an appropriate manner
 - Support the COO in coordinating the work of the corporate departments to ensure effectiveness and efficiency
 - Additional responsibilities supporting the Director of Co-Curriculum in the execution of their duties
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- Undertake any other duties as reasonably requested by the Headmaster.



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.

Salary and benefits at RGS

We offer:

- Generous pension scheme
- Cycle to work scheme
- Childcare voucher 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

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; and
- receipt of two satisfactory references.

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