



## ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

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

### Office Manager and Deputy Head's Executive Assistant

Term time plus Inset Days  
Plus, five days during the summer holiday (by timesheet)

Start date: asap

38.5 hours per week

Applications should be made to the Headmaster's PA, Denise Chick, ([dmc@rgshw.com](mailto:dmc@rgshw.com)) asap, but by Monday 21 October at the latest. Along with the completed application form, please provide a letter of application and a curriculum vitae, which should include names, addresses, telephone numbers and email addresses of two referees.

Those being called for an interview will hear within one week of the closing date, 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.

*Earlier applications would be welcome and shortlisted candidates may be interviewed before the closing date.*

**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**



## Office Manager and Deputy Head's EA

### Person specification

We are looking for someone who is 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. Ideally the successful candidate will have previous experience of working in a similar role.

### Experience

- Proven experience as an EA or exceptional administration experience
- Demonstrable experience of the use of spreadsheets and word processors (eg Docs, Sheets)
- Experience of using Google Workspace
- Advanced IT skills, in particular using packages for analysis
- Line management experience
- Experience of working within the education sector (desirable but not essential)
- Knowledge of EdGen & Timetabling Software (desirable but not essential)

### Attributes

- Digitally agile
- Excellent organisation skills
- Practical thinker & adaptable
- Able to work to high levels of confidentiality
- Motivated to work with children and young people
- Proactive and flexible approach

### Skills/Abilities

- Excellent communication and analytical skills
- Ability to maintain accurate records
- Ability to plan own workload and meet deadlines
- Comfortable with responding to changing priorities to suit school needs
- Numeracy and literacy skills to read and understand technical language and instructions. Able to give clear and concise guidance and instruction to a variety of stakeholders

### Education/Training

- Willing to undertake further job-related training as required.

**Salary:** Range 5/6 £29,455.77 - £35,423.95 (a pro-rata of £32,192 - £38,715) depending on experience

### Working hours:

- 8.00am – 4.15pm (actual hours to be discussed at interview)

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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 Office Manager and Deputy Head's EA

**Accountable to:** Deputy Head

**As Office Manager and Deputy Head's EA:**

### Line Management:

- To be responsible for the smooth running and line management of Reception
- Oversee Reception and associated services including post, email management of [admin@rgshw.com](mailto:admin@rgshw.com) and [office@rgshw.com](mailto:office@rgshw.com), telephone, communications, and room bookings. Other items including signwriting, confiscation of valuables, booking of school minibuses, updating notice boards and tv screens
- Organise school tours as required
- Ensure waiting room showcases our exceptional provision
- Line manage the Cover Manager

### Deputy Headmaster's EA

- Provide a comprehensive administrative support service to the Deputy Headmaster
- Support the Deputy Headmaster with the administration of Challenge Partners and Character Education
- Manage the administration of School Policies and timely reviews and updates with Senior Team & the Governing Body
- Coordinate the administration of suspensions
- Coordinate rotas as and when necessary
- Coordinate the School calendar
- Assist with the admissions processes
- Provide administrative support for Assistant Heads and Associate Assistant Heads as required

### Events Management:

- Coordinate whole school events to include, but not limited to:
  - Open Events
  - Remembrance Service
  - Carol Service
  - Iftar

### Innovation and Future Digital Projects:

- Working with the Deputy Head, Head of ICT and Data & Innovations Manager in devising and leading whole school digital strategy
- Evaluate current processes and implement innovative approaches where appropriate.
- Oversee digitisation of student records
- Work collaboratively with the Data & Innovations Manager to support the data functions of the school
- To undertake other duties of an appropriate nature as may be reasonably required by the Headmaster.

*This job description is written at a specific time and is subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability and employees of the School need to be aware that they may be asked to perform tasks and given responsibilities not detailed in this job description.*

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## 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.

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

### 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.

## Results

Our results speak for themselves. We do not, however, rest on our laurels and set ourselves ambitious targets.

- 91% to highest and high tariff universities
- 67% to Russell Group
- 14 Oxbridge
- 8 Medicine

## Our vision for RGS

- To offer our students an exceptional all-round education

## 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](http://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](mailto:dmc@rgshw.com)).

## Interviews

Those being called for interview will hear within one week 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.

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