



**Wilmington Grammar School for Boys**

**Office Secretary & Trips Co-ordinator**

**Salary: Endeavour MAT Payscale 5**

**Term Time + 1 week inset + 2 weeks  
41 weeks / 37 hours a week**

**P14-18 FTE £20,438 - £23,156**

**Actual Salary £18,400 - £20,846**





# CONTENTS

The Post	3
School Vision & Values	4
Job Description	5
Person Specification	7
What we can offer	8
Application Process	9

# The Post

## **OFFICE SECRETARY: WILMINGTON GRAMMAR SCHOOL FOR BOYS**

Wilmington Grammar School for Boys is an 11-18 year old selective Boys' Grammar School, with a co-educational sixth form, run jointly with Wilmington Grammar School for Girls.

We are looking to appoint an experienced Administrator to join a busy and friendly school office. Duties will include managing staff cover/absences, school trips and medical administration.

We are a high achieving and ambitious Grammar School where students and staff are supported to be the very best they can. As such, we offer staff an abundance of professional development opportunities. We have excellent facilities and have a very supporting community of staff, students, governors and parents.

The successful candidate will:

- Maintain an excellent working relationship with the teaching staff and cover supervisors.
- Be a team player and willing to support other members of the main office.
- Be proactive and have excellent organisation skills.
- Be a person willing to commit to the ethos and vision of the school.
- Be willing to undertake any training offered to help with their professional development.

Wilmington Grammar School for Boys is a Good school with a strong track record of achievement. We are part of the Endeavour MAT family of schools, and we pride ourselves on setting consistently high expectations, securing exceptional outcomes and delivering high quality standards of teaching and learning for all.

As an employee of Endeavour MAT the successful candidate will benefit from strong career development opportunities, a transparent pay structure and fantastic colleagues.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

***Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.***

***All offers of employment are subject to an Enhanced DBS check.***

# School Vision and Values

WGSB promotes the fundamental British values of democracy, the rule of law, and mutual respect and tolerance of those of different faiths and beliefs.

**Personal Excellence** is an aspiration for all students in order to fulfil their potential. This is achieved in WGSB by providing a personalised and appropriate curriculum with high quality teaching and learning opportunities and the setting, monitoring and support of challenging but realistic personal targets. WGSB encourages whole child enrichment and will provide varied opportunities and dedicated support for students to develop their individual personal skills and talents.

**Respect & Friendship** is the foundation of the cheerful and secure culture that exists at WGSB. Students, staff and all who represent the school community will be expected to value and care for themselves and each other. Students will learn about and experience a variety of historical and contemporary spiritual, cultural and religious beliefs. The school community will actively support those who are less fortunate than ourselves. We are proud of the harmony which exists amongst our multi-cultural intake.

**Innovation & Creativity** are two of the key core attributes that determine an outstanding performance in our modern society. WGSB will continually strive to develop and improve the highest quality of learning that it can provide for its students by introducing appropriate, outstanding, educational practice from national and international sources. Students in turn will be provided with many opportunities to develop and demonstrate their own innovation and enquiry skills, leadership, self-reflection and creativity throughout their school career.

**Determination** is a characteristic that will develop self-belief and the resolve to succeed. The determination of WGSB to provide an outstanding educational experience to its students can only be matched by the fortitude of those same students to utilise the opportunity.

**Equality for all** WGSB will ensure provision is made for the same high quality education irrespective of ability, age, gender, race or religion. Students will be expected to demonstrate the same ethics themselves.



# Job Description – Office Secretary & Trips Co-Ordinator

## **Overall Job Purpose**

To be an integral member of the main office and ensure that planned/unplanned absence of teaching staff is arranged and ensure all lessons are covered for the day with internal/external staff. They will also work with the Educational Visit Co-ordinator to carry out all administrative tasks involved in organising a school trip.

## **Main Duties and Responsibilities:**

- To help record staff absences and arrange cover for both anticipated and unanticipated absences as well as maintaining the staff absence diary for all staff and the Sims cover module
- Liaise with the Headteacher's PA regarding staff absence, ensuring that all staff log their planned absence on Access
- Manage bookings with agency supply staff and liaise with cover teachers when in school
- Ensure the Senior Leadership team are aware of the cover requirements for the day
- Oversee daily room changes, the booking of meeting rooms
- Be a trained first aider and log accident report forms. Ensure that all medication kept on site for students is logged and liaise with parents when more medication is required
- Liaise with the Deputy Headteacher with regard to planned trips and send out the necessary documentation to parents/students and collate responses
- Liaise with the trip leader to ensure that all trips run smoothly and Educational visit guidelines are being adhered to
- Administering/recording students who take regular medication

## **The ideal candidate will have:**

- excellent communication skills
- have the ability to work under pressure in a busy environment
- have a confident, friendly and professional manner and who can communicate effectively with visitors, colleagues, governors, parents and pupils
- good time management
- have excellent IT skills and are confident using spreadsheets and accurate at work processing
- able to work well as part of a hardworking team but can also work independently on their own initiative.
- be experienced in office procedures and ideally school systems within a secondary school setting

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition during their employment.

# What We Can offer You

As well as offering a competitive salary: a supportive working environment; modern facilities; allocated parking space; use of school gym and a collegial staff team, we can also offer you the opportunity to advance your career with us.

You will be joining an Academy Trust already established in developing practitioners, and nurturing excellent future leaders, with unrivalled opportunities for progression; whatever your aspirations are as a senior leader.

A significant reward of working within our Trust schools is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of respect, integrity, determination, equality of opportunity and self-management instil in our students a strong work ethic and our supportive culture provides what many of our existing staff describe as a 'family feel' within our MAT.

As well as offering you a competitive salary and access to a generous pension scheme, there are also many additional benefits of working within one of our Trust schools, some of which are summarised below:

- A supportive and collegiate staffing team
- A strategic programme of personalised CPD is offered, to help you plan your future career
- As a Trust with both selective and non-selective schools, staff secondment opportunities are available
- Access to a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as industry specific qualifications e.g. AAT; BIFM and Masters degrees
- Staff social events
- Staff enrichment opportunities e.g. Art classes, Book Club and Sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Thailand, Spain, Winter Sports in the USA etc.
- A policy of promoting from within (where possible).
- Access to coaching and mentoring and an assortment of intra school and Trust to Trust collaborative opportunities

# Application Process

- Closing date for applications is Friday 23rd September at 5pm.
- Interviews will be scheduled soon after the closing date.

Please submit your application via the Vacancies page on the Wilmington Grammar School for Boys website: [www.wgsb.co.uk](http://www.wgsb.co.uk)

Applications should include a supporting statement explaining how you meet the person specification and why you consider yourself to be an ideal candidate for this post.

We would encourage you to visit our school prior to an application. Please call Emma Edwards on 01322 223 090 to make the arrangements.