



Tunbridge Wells Girls' Grammar School

Admissions Manager

Information for Candidates

Start: June 2024

Welcome from the Headteachers



TWGGS is a forward-looking school embracing traditional values. We aim to provide pupils with a full and balanced education for life within a caring environment. Our consistent and outstanding academic record demonstrates this but, more importantly, reflects the commitment and qualification of our teachers supported by the hard work and determination of our pupils.

“The school has exceptionally high expectations of all pupils, which they consistently meet. Across the curriculum, pupils keenly engage in challenging subject content. Staff foster a love of each subject so that all pupils thrive in their phase and are well prepared for their next stages of learning. As a result, pupils enjoy school. They excel academically and flourish as well-rounded individuals.”

Ofsted, September 2023

Working together towards high standards is part of the school ethos which encourages every pupil to achieve their full potential in public examinations, sports and artistic, cultural and community pursuits. The special, successful community in which these activities take place allows pupils to feel supported, happy and safe, and it is one which we feel very privileged to be a part of. We look forward to welcoming you to TWGGS.

Linda Wybar, Executive Headteacher & Katie Marchant, Associate Headteacher

Our Values



The confidence to achieve your full potential

The motto of our school has long been 'Give your best' and it is an approach that we encourage our pupils to take in everything that they do. We believe our environment of mutual respect affords every member of the TWGGS community the confidence to achieve their full potential in all aspects of school life. Our approaches to teaching and learning support the individual needs of pupils, while we are sensitive and responsive to the wellbeing of every child.

- **Community**

Achievements and contributions are valued and celebrated in all areas, both in and out of school, encouraging our pupils to succeed in public examinations, sports, and artistic, cultural and community pursuits. We believe that parents and carers are key partners in nurturing our pupils and aiming for this success and we involve them at every stage. By participating in our extensive programme of enrichment beyond the classroom, each pupil is encouraged to enjoy the pleasure and rewards which come from the activities themselves and from the sense of community that they engender.

- **Challenge**

We have very high expectations of all members of the school community. Our pupils enter the doors with high baselines and, as a grammar school, we encourage them to push themselves to achieve their true potential. Our staff prepare challenging lessons, and content is constantly refreshed to remain contemporary. Throughout their time at TWGGS, we prepare young people for life beyond school, equipping them with the skills to become self-assured, engaged and responsible members of society, in a challenging and competitive world.

- **Character**

We value the individual and ensure that all pupils are catered for. Working together towards high standards is part of the school ethos and values, and we balance these high expectations with warmth and support. The wellbeing of all is at the heart of our approach, allowing pupils to feel respected, included, secure and, above all, happy. With happiness comes the self-confidence to strive and achieve, both academically and personally.

Job Profile



Admissions Manager

37 hours per week term time only, plus 15 days in holidays

KR8 (£28,995 - £32,769) paid pro-rata (£27,339 - £30,897)

Policies and Testing:

- Annually review and amend the school Admissions Policy as appropriate, ensure that timely consultation is carried out in line with requirements, liaising with the LA and other local admissions authorities. Publish the determination through the LA and on the school website.
- Manage testing process, assessing suitability of applicants for entry into all year groups, liaising with Curriculum Leaders, the Headteacher and, as required, other local grammar schools. Coordinate with parents, staff and LA to arrange speedy admission for successful applicants.

Key Responsibilities Include:

- School lead on Admissions: manage and implement the admissions process for all new pupils joining the school from Year 7 to Sixth Form, including in year admissions, advising and reporting to the Governing Body.
- Establish and define tendering requirements and process for school prospectus.

Admissions:

- Manage the process of admissions from initial enquiry through to acceptance of places and pupils' arrival at school, including the appeals procedure.
- Management of the Common Transfer process for pupils joining and leaving the school, including the transfer of any paperwork to/from other schools.

Marketing:

- Ensure that the school and Sixth Form at TWGGS is marketed effectively in order to attract appropriate able prospective pupils.

Residency and Appeals:

- Residence Checks - responsibility for ensuring applications to the school are consistent with admissions criteria and fairly allocated. Investigation of any possible fraudulent applications, ensuring that this is carried out appropriately and in a manner reflecting the school's public image and ethos.
- Independent Appeals Process - Manage the Independent Admission Appeals process.

Application Process and References



TWGGS is a diverse and inclusive school and we aim to recruit talented individuals from all backgrounds who add value to our pupils and who share our vision and ethos. We are committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

- At least one member of each interview panel will have completed Safer Recruitment Training and safeguarding will be asked at every interview.
- References will be taken up at the selection stage and an enhanced DBS is required for all applicants.
- We will also carry out online searches for all shortlisted candidates related to suitability to work with children.

How to apply



The closing date for applications is 12.00pm on Tuesday 7th May 2024.

Interviews are likely to be during the week commencing 13th May 2024.

Application forms should be completed in full and applicants should directly address the skills and experience outlined in the person specification.

Further information about TWGGS and an application form can be found on our website <https://www.twggs.kent.sch.uk/552/staff-vacancies>

Please contact Mrs Michelle Clarke, Headteachers' PA at admin@twggs.kent.sch.uk for further information