

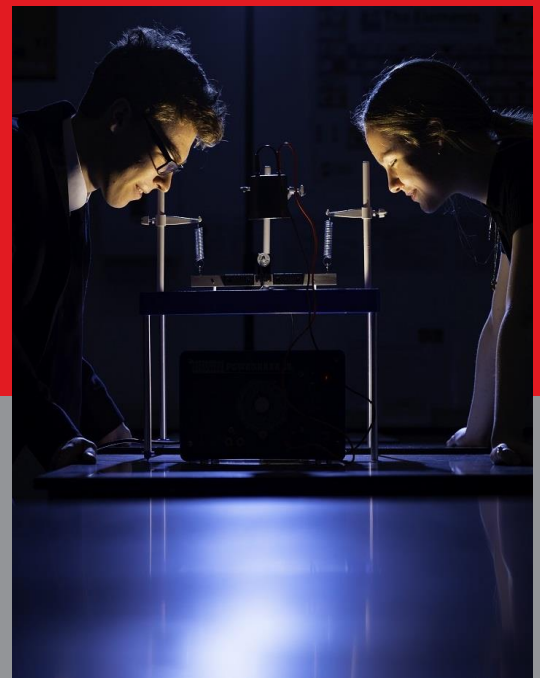


CHESHAM
GRAMMAR
SCHOOL

JOIN OUR TEAM

'Students are courteous and helpful to each other and to visitors. They are respectful of each other's views, beliefs and feelings. The school is a calm, orderly community and has a strong ethos for learning.'

Ofsted, 2014 (Outstanding)



Recruitment pack



PA to Senior Leadership Team (SLT)

POSITION:	PA to SLT
TYPE:	Support Staff
HOURS:	37 hours per week 8am – 4pm Monday to Wednesday, 8am – 3.45pm Thursday and Friday – 39 weeks (term time plus inset days plus one week) – additional week to be worked in August to assist with admissions
CONTRACT:	Support staff, part time
GRADE:	Range 3 (ISN16-20) £27,310 - £29,295 FTE / £23,160 - £24,844 pro rata
START DATE:	As soon as possible

We have an opportunity for a well organised and efficient personal assistant to support our senior leadership team. The successful candidate will demonstrate excellent administrative skills and be able to communicate effectively with a sound knowledge of IT, particularly Microsoft office products. A knowledge of SIMS would be an advantage.

BENEFITS OF WORKING AT CHESHAM GRAMMAR SCHOOL:

Chesham Grammar School is one of the largest employers in the town of Chesham. We know that our staff are our most important resource and we try to do all we can to look after them. Our vision is for everyone at CGS to enjoy, achieve and belong. This applies to staff as much as to our students.

- A strong commitment to ensuring staff workload is manageable and to staff wellbeing
- High staff retention
- Staff social events
- London Fringe Allowance
- Long service awards
- Preferential admission for qualified children of school staff
- Access to the generous Local Government Pension Scheme (LGPS)
- A comprehensive induction programme for new staff
- Strong commitment to ongoing staff CPD, including support for NPQs
- Free on-site parking
- Cycle to work scheme
- Subsidised gym membership at Chesham Leisure Centre (next door to the school)

APPLICATIONS Please complete the application process through the mynewterm portal ([Chesham Grammar School, White Hill, Chesham / Teaching Jobs & Education Jobs / MyNewTerm](#))

CLOSING DATE FOR APPLICATIONS: Monday 6 January 2025, midday

INTERVIEWS: Friday 10 January 2025

We reserve the right to interview and appoint on application. We recommend an early application to avoid disappointment

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service

Our commitment to Equality, Diversity and Inclusion

At Chesham Grammar School, our vision is for everyone to enjoy, achieve and belong. Our commitment to equality, diversity and inclusion is one way in which we seek to fulfill this for everyone in our diverse and vibrant school community



CHESHAM GRAMMAR SCHOOL

December 2024

Dear colleague

Thank you for your interest in Chesham Grammar School and in this post, PA to senior leadership team (SLT). I hope this information will help you decide whether you wish to apply. CGS is a co-educational, selective school with over 1300 students, 400 of whom are in the Sixth Form. We have around 120 teaching and support staff who work hard to ensure our students enjoy the best possible educational experience. We admit 180 students into Year 7 each September, drawn from a wide geographical area. We also take around 50 students into Year 12 each year.

Our vision is for everyone at CGS to enjoy, achieve and belong and for our students to be exceptionally well prepared for life. Our core values of aspiration, kindness and respect guide everything we do. Ultimately, we want to do all we can to enable our students to be happy.

CGS was graded outstanding by Ofsted when it was last inspected. It is very much our mantra that outstanding doesn't mean perfect and we are constantly seeking ways to make CGS a truly exceptional place in which to study and to work. Our public examination results are excellent, testament to the dedication and commitment of both our staff and students. The vast majority of our students progress to university at the end of Year 13, including Oxford and Cambridge.

Our curriculum is broad and rich from Year 7 with all students studying traditional academic subjects. They also explore a range of disciplines within the creative arts and technology. At GCSE, students can choose from a wide range of subjects with still more on offer when they get to Year 12. But what goes on inside the classroom, day in, day out, is only part of the story. Beyond that, there is a real richness of experience as well as a genuine warmth and openness in the relationships between students and staff, all of which combine to make CGS a hugely rewarding place in which to work.

Our pastoral care is superb and vertical tutoring, organised around our strong House system, gives the school a very distinctive family 'feel' and enables every student in the school to be known well by their tutor. It also ensures that healthy competition is an integral part of school life. Students belong to one of four Houses and there are competitions throughout the year in sport, music, art, drama to name but a few.

CGS is forward thinking and innovative. We have a passionate belief in our bright and articulate young people, seeking to ensure they are exceptionally well prepared for life. Our approach to learning seeks to develop students who are resourceful, resilient and confident learners with the skills to learn effectively both independently and collaboratively. We are constantly seeking ways in which to develop their character and there are many opportunities for students to take a leadership role within the school or to participate in a wide range of extra-curricular activities. None of this would be possible, of course, without the dedication, commitment and boundless energy of our staff who are always willing to give up their time to provide outstanding opportunities both within and beyond the classroom.

At CGS we also want our staff to continuously develop. Much of our CPD is 'in-house'; we have a clear focus on the sharing of good practice within the school where there is already so much expertise. We encourage our staff to visit other schools and to bring back ideas which can be shared with colleagues. We work collaboratively with several local schools through our membership of both Challenge Partners and the Astra Teaching School Hub and SCITT.



Annmarie McNaney
Headteacher

This role is a superb opportunity. We are seeking an outstanding administrator who will support our leadership team.

When making appointments, I am first and foremost seeking to recruit the kind of person who 'fits' our ethos. It is a privilege to work with the students at CGS; they are mature, committed and hard-working but they are also great fun to be with and, when you visit the school, you will see that there are very warm relationships between staff and students, based on mutual trust and respect. This helps to make CGS a hugely rewarding place to work. We want our students to have a superb experience both within and outside the classroom and to learn to build positive relationships with others during their time here so that when they leave, they are ready for life beyond school in social as well as in academic terms. Of course we also want them to benefit from outstanding teaching and to be taught by passionate and committed subject specialists who will be willing to go that extra mile to give them the very best education possible.

I hope this letter gives you a feel for CGS and for this post. Our website is an excellent way to find out about all that goes on within the school so please do take a look: www.cheshamgrammar.org and feel free to get in touch if you would like to know more or would like to visit the school. If you wish to apply, please complete an application form on mynewterm ([Chesham Grammar School, White Hill, Chesham | Teaching Jobs & Education Jobs | MyNewTerm](#))

I look forward to hearing from you.

Yours sincerely,



Annmarie McNaney
Headteacher

CGS FACTS

1947

School Founded

186

Teaching days per year

1324

Number of students

411

Number of sixth form students

54%

2024 A level A- A grades*

86%

2024 A level A- B grades*

51%

2024 GCSE 8-9 grades

75%

2024 GCSE 7-9 grades



Annual Celebration of Sport Award

17

RESIDENTIAL TRIPS

7

DIFFERENT COUNTRIES

34

Number of staff who have worked at Chesham Grammar School for over 10 years.





PA to Senior Leadership Team (SLT)

The PA to the SLT is a member of the administration team, playing a critical role in ensuring the smooth running of the school on a day to day basis.

RESPONSIBLE TO:	Assistant Headteacher
GRADE:	Range 3 (ISN16-20)
HOURS:	Part time – 37 hours per week, 39 weeks per year (term time plus inset days plus one week) Additional week to be worked in August to assist with admissions
CONTRACT TYPE:	Support Staff, permanent

OVERVIEW

- To personally assist the senior leadership team (SLT) through secretarial/administration and small project work
- To carry out general administration and office duties, communicating efficiently with staff, students and parents

MAINT DUTIES AND RESPONSIBILITIES

1. Personal Assistant to SLT

To provide efficient support and an appropriate communication link for some members of the SLT

- To manage and maintain diaries, making appointments as appropriate: meetings, interviews, visits
- To ensure all relevant paperwork is given to the SLT in advance of meetings
- To field calls as and when necessary for the SLT, sympathetically and efficiently, redirecting calls where appropriate
- To process the school office email inbox, prioritising correspondence and dealing with it autonomously where appropriate
- To type correspondence as necessary, organising and maintaining an efficient electronic filing system
- To carry out general office duties as part of the SLT administration team, contributing to the efficient running of whole school administration

2. Specific Administrative Tasks

- Organise the administration of prize giving events, exam results, student destinations, invitation and tickets etc
- Organise progress evenings
- Assist with reception duties when required
- Support with the organisation of cover

3. Additional Tasks

- Support with the administration of the admissions process for students in Years 7 – 13
- Send parentmail communications as requested by SLT

4. Co Tutor

- To act on a daily basis as a supporting form tutor for one of the school's vertical tutor groups, during tutor time/registration

GENERAL SCHOOL RESPONSIBILITIES

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
- To comply with and actively promote school policies, including behaviour, equal opportunities and health and safety
- To promote positive student conduct
- To deal with all telephone and personal enquiries efficiently and effectively in a way that promotes a positive image of the school
- To be smartly dressed, establish a business like environment, promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contracts
- To undertake training and development relevant to the post

PERSON SPECIFICATION	Essential	Desirable
EDUCATION AND QUALIFICATIONS		
Maths and English to at least GCSE grade C/5 or equivalent	✓	
Secretarial/administration qualification or equivalent work experience	✓	
Degree qualification		✓
EXPERIENCE		
Experience of working within a school environment		✓
IT competency	✓	
A good knowledge and understanding of Microsoft products	✓	
Experience of SIMS, Go 4 Schools and other school based database management programmes		✓
Experience of working with young people		✓
PERSONAL SKILLS AND QUALITIES		
The ability to work as part of a team	✓	
The ability to work independently, use initiative but take direction	✓	
Excellent communication skills (oral and written)	✓	
Excellent interpersonal skills	✓	
High attention to detail and a high level of accuracy	✓	
A personal commitment to professional development and the updating of job-related skills	✓	
The ability to work to tight deadlines	✓	
Sense of humour		✓



HOW TO APPLY

To apply for this post, please complete an application form in full on the mynewterm portal. <https://mynewterm.com/school/Chesham-Grammar-School/137091>

SHORTLISTING

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

INTERVIEW

Shortlisted candidates will be invited to interview. The Interview will consist of a panel interview (including a member of the senior team), lesson observation/administrative task and tour of the school. Some roles may have a student and staff panel interview and a written task. Selected candidates may be interviewed by the Headteacher or other members of the management team.

