



**STRATFORD GIRLS'
GRAMMAR SCHOOL**

STRATFORD-UPON-AVON

Shaping Futures

Operations Officer

Permanent, 30 hours per week over 4 days, term time only plus two weeks

Point 7-10

£24,294 to £25,545 full time equivalent

Actual salary £17,804 - £18,721

The School

Stratford Girls' Grammar School is a highly successful selective 11-18 school with 815 students currently on roll. Following a period of expansion, the standard student number in Years 7 to 11 is now 120. This year there are 216 students in Years 12 and 13. Our priority circle for admissions takes in south Coventry, Banbury, Solihull and Pershore. Our population has become more diverse in recent years, something that makes our community a rich, fulfilling, and exciting place to be.

The school has an excellent reputation based on examination results, a progressive approach to educational development and a strong sense of community. The school has a reputation for academic excellence both locally and nationally. At our last inspection in September 2022, Ofsted judged us as outstanding. The standards that students achieve at every level are exceptionally high and the students' personal development is excellent. Our exam results in 2023 were exceptional at GCSE (87% Grades 9/7) and at A-level (80% Grades A*/B). We add good value, which we are proud of considering the high starting points of our students (Progress 8 was 0.93 in 2022, 0.69 in 2019 and 0.84 in 2018). The quality of destinations for our students is also outstanding, with ever increasing numbers successfully applying to Oxbridge and others gaining a place on high quality, degree level, apprenticeships.

The school became a stand-alone academy in August 2011 and moved at the same time to vertical tutoring. Our pastoral care is a real strength and is often cited as a further reason why parents and students recommend and choose us. We are outward-looking, value breadth and encourage students to take up a wide variety of extra-curricular opportunities. Parent support for the school is very good: 97% of our parents would recommend us to other parents. The school also benefits from an engaged Governing Body.

The school is located in the small village of Shottery on the outskirts of Stratford-upon-Avon, just ten minutes easy distance from junction 15 of the M40 and less than an hour from Birmingham, Coventry and Worcester. It is based in the grounds of Shottery Manor, a fifteenth century manor house which accommodates our sixth form. The school buildings are quite compact, which gives it a friendly feel, and the entire site is arranged around a very attractive central lawn.

We are always looking for ways to enhance the facilities for our students. The school has expanded considerably since converting to a stand-alone academy. In 2015 a £3.5m project facilitated a remodelled assembly hall, kitchens, dining room, full-size sports hall, fitness suite and changing rooms, Drama studio, three classrooms, offices and school reception. This development followed soon after Phase 1: a £1.5m extension comprising six classrooms, offices and a new library. Several successful CIF bids have also allowed us to update the school with new windows and doors, heating systems, fire alarm system and a new roof on the Manor. We have just completed the refurbishment of our 1950s Science laboratories and will soon begin the restoration of the windows in the Manor House due to another successful bid last year.

Further to site development, we installed a new IT network system in 2019, which allowed us to move easily between in school and remote education when the pandemic hit. We also invested heavily to overhaul all of our teaching IT, with all classrooms benefitting from new projection and audio equipment. In addition, all teaching staff have new laptops that can wirelessly project lesson content and use digital ink to capture notes. These new laptops were also configured with a VPN, allowing seamless working from home. Our staff and students benefit from and expect reliable, robust IT systems.

If we sound of interest, further details about the school can be found on our current website (www.sggs.org.uk). Our Twitter (X) feed [@Shottery](https://twitter.com/Shottery) or Instagram ([@sggslife](https://www.instagram.com/sggslife)) are other excellent sources for a feel of the school. Examination results for 2023 (and summary information about the preceding five years) are available on the website, and a link to our most recent Ofsted report (September 2022) is [here](#).

The Post

We are seeking to recruit a well organised, reliable and efficient individual to take responsibility for the day to day running of school operations and events such as Open Evenings and whole school celebrations.

The successful candidate will be a good communicator, have a pragmatic approach, a willingness to learn, and be able to remain calm under pressure.

Full details of the role are included in the job description below, with the principal areas being:

- Being responsible for the organisation of all school events and whole school calendars
- Working with the Facilities Manager and Site Managers on day to day organisation
- Communicating daily, weekly and yearly organisation to parents, carers and staff
- Liaising with and supporting the Friends of Shottery, attending their meetings as required

The Application Process and Interview

Those who wish to apply can do so by following the link [here](#) from the school's website using MyNewTerm.

Please complete the application form online. A written statement in support of your application will be accepted but we do not consider CVs.

If you have any questions with regard to this vacancy or wish to visit the school, please contact Joanne Betts, PA to the Headteacher, in the first instance on 01789 293759 or at HeadsPA@sggs.org.uk.

Application deadline: Monday 15th July 2024 at 10am

Interviews will be held: week commencing 15th July 2024

Staff Dress

At Stratford Girls' Grammar School all staff should wear clothing which:

- promotes a positive and professional image.
- is appropriate to their role.
- is not likely to be viewed as offensive, revealing, or sexually provocative.
- does not distract, cause embarrassment or give rise to misunderstanding.
- is absent of any political or otherwise contentious slogans.

- is not considered to be discriminatory.
- is compliant with professional standards.

The expectations are that:

- male teaching staff are expected to wear a jacket and collared shirt, and female teaching staff equivalently smart attire with a jacket. Ties are optional.
- staff are expected to dress appropriately; all staff should set a good example to students in what they wear, avoiding clothing that is overly casual or revealing.

Safeguarding

The personal safety, emotional well-being and social development of students at SGGs is at the heart of our school ethos. Sustaining a vigilant culture of safeguarding awareness across the school, with clearly understood and defined systems for raising concerns, is of paramount importance and underpins all professional conduct and practice. All associate and teaching staff are regularly trained and empowered to deploy their professional curiosity and are tasked with adopting a 'it could happen here' approach to any concerning presentation by a student or member of staff manifest in school.

This school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required. We advise you that in accordance with KCSIE 2022 requirements, we will carry out online searches on all shortlisted candidates.

Privacy Notice

Information about how we handle your data can be found [here](#).

The Job Description

<p>Main Responsibilities</p>	<ul style="list-style-type: none"> • To be responsible for the organisation of all events (internal and external) • To work with the Facilities Manager and Site Managers to ensure the effective day to day organisation and running of the School • To be responsible for the set up and smooth running of: <ul style="list-style-type: none"> ○ school assemblies ○ internal staff meetings ○ Open Evenings ○ Awards events ○ examination Results Days ○ visits by external organisations and speakers ○ any other internal or external events • To be responsible for maintaining the list of lettings, for liaising with those organisations regarding their requirements and ensuring that the appropriate charges are raised through the Finance Office • To be the main school contact for dealing with enquiries relating to potential lettings of the School site • To be responsible for maintaining the School organisational calendars • To be responsible for communication of the daily, weekly and yearly organisation of the School to staff and parents • To liaise with and provide support where necessary to the Friends of Shottery, attending their meetings as required • To support the school office and administration • To provide associate staff cover where appropriate
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Specific tasks:	<ul style="list-style-type: none"> • To be the main school contact for planning, organising, and delivering internal events and functions such as (but not exclusively) prize events, INSET days, Open Evenings, productions, Progress Evenings, assemblies and large staff meetings • To liaise with site team, catering team, other staff and external agencies including cleaning contractor and others as appropriate to ensure the smooth running of the School • To liaise with SLT and senior staff to maintain the School organisational calendars and to oversee activities in School • To be the main point of contact for FOS and to attend FOS meetings where appropriate • To be a point of contact for the Alumnae for any events organisation • To facilitate refreshments for internal meetings and the staff room as required • To attend admin team meetings as required • To carry out any other duties as directed by the Headteacher within the scope of the grade and role
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The Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good GCSE or equivalent in English and Maths 	
Experience	<ul style="list-style-type: none"> • Proven track record of success in previous similar roles • Experience of working with a cross section of colleagues • Experience of managing and completing projects 	<ul style="list-style-type: none"> • Experience of working in a school situation • Experience of event organisation and coordination • Experience of working with volunteers
Professional Knowledge, Skills and abilities	<ul style="list-style-type: none"> • Competency in Microsoft Office applications • Competency in effective use of social media • Ability to sell the school's resources and services • Creativity and a can-do attitude • An understanding of the school's wider community 	
Personal Qualities	<ul style="list-style-type: none"> • Personal integrity, honesty and sound judgement • Ability to be calm, work well under pressure and meet deadlines • Excellent interpersonal and communication skills with an eye for detail • Ability to communicate highly effectively with outside agencies • Ability to handle difficult situations • Ability to work in a team and also to work independently • Respect and empathy towards others • Positive, enthusiastic outlook • Positive approach to change and continuous improvement • Ability to maintain a sense of perspective and a good sense of humour • Ability to maintain confidentiality 	

	<ul style="list-style-type: none"> • Ability to work with initiative, resilience, flexibility and to manage time effectively • Committed to the protection and safeguarding of children and young people • Values and respects the views and needs of students and has positive, caring and pastoral abilities • Flexibility and willingness to work beyond the normal day when required and when possible 	
Special Requirements	<ul style="list-style-type: none"> • Commitment to maintaining the unique and caring ethos of the school 	