



NATIONAL
MATHEMATICS
& PHYSICS SCITT

Excellence in specialist teacher training



At Wycombe High
we look beyond



Appointment of National Mathematics & Physics SCITT Administration Assistant

REQUIRED from September 2021

Bucks Pay Scale 2, 37 hours per week full-time point 11 £19,856 to 2 point 15 £22,316 or pro-rata for term time only, actual salary of £16,840 - £18,926.

Staff also receive exceptional employer pension contributions plus access to our award-winning Employee Assistance Programme

APPLY AT WWW.WHS.BUCKS.SCH.UK/VACANCIES





About the Role

The National Mathematics & Physics SCITT is a School Centred Initial Teacher Training provider, offering mathematics and physics subject specialist teacher training.

The SCITT is led by, and based at, Wycombe High School, and our programme is delivered via an expanding network of the very best state and independent schools across the country.

A new and exciting vacancy has arisen for a proactive and enthusiastic Administration Assistant, with a creative flair and excellent interpersonal skills.

The successful candidate will assist with the delivery of effective administration, marketing and recruitment support, and play a key role in the ongoing success of the SCITT.

He/she will have excellent IT and communication skills and an aptitude for learning new computer programs. They will be self-reliant and resilient and able to work on their own initiative to deadlines.

In return we offer the opportunity to join our friendly central team and work in a vibrant and rewarding environment.

KEY DATES:

Deadline for applications is 12 noon on Monday 5 July Interviews to be held later in the w/c 5 July

The Person

We are looking for the right person to fill this vacancy; you are looking for the right place to work. We hope that this booklet gives you a flavour The National Mathematics & Physics SCITT and Wycombe High School.

To help you in your application we show below the characteristics that we are looking for when reading the applications and at the interview.



- Previous experience of working in a SCITT would be an advantage
- Qualified to Level 3 or above with a minimum of GCSE Grade 5 or equivalent in English and Mathematics
- Sound knowledge and confident user of software packages including MS Excel, Word, Teams and Outlook and an aptitude for learning new computer programs
- A flair for creating promotional material and videos would be an advantage
- The ability to generate, monitor and update website content and manage social media accounts
- Experience of efficient, accurate and compliant record keeping
- Strong communication skills
- Able to prioritise workload and work quickly and accurately under pressure
- Able to work well independently and as part of a team
- Courteous, discrete and respectful of confidentiality
- Positive 'can do' attitude to work
- Experience of delivering a high quality and responsive service
- Experience of working in a busy environment and managing workload to meet challenging deadlines
- Ability to work in a changing environment and be open to new ideas
- Committed to the ethos of Wycombe High School.

KEY DATES:

Deadline for applications is 12 noon on Monday 5 July Interviews to be held later in the w/c 5 July



How To Apply?

The application form can be found on our website:
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a CV for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form. Please note we reserve the right to close this position early depending on the number of and suitability of applications. **Due to high volumes of applications, candidates will only be contacted if they are shortlisted to interview.**

SEND COMPLETED APPLICATION TO:

Mrs S Cromie, Headteacher,
Wycombe High School,
Marlow Road,
High Wycombe,
Bucks, HP11 1TB
Or **Email:** hr@whs.bucks.sch.uk

REFERENCES

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

SAFEGUARDING

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS).

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

KEY DATES:

Deadline for applications is 12 noon on Monday 5 July Interviews to be held later in the w/c 5 July

Pay and Conditions

**Bucks Pay Scale 2, pt 11– pt15
£19855 to £22,316 per annum
Full time (37 hours per week)
52 weeks per annum
or pro-rata for term time only,
actual salary of £16,840 -
£18,926.**



Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, a scheme which offers exceptional employer contributions and benefits.

We also provide an Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

EQUAL OPPORTUNITIES

Wycombe High 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 Headteacher is responsible to the Governors for monitoring this policy.

The school operates an Equality Cohesion Scheme.

SMOKING AND ALCOHOL

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

DRESS CODE

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.

KEY DATES:

Deadline for applications is 12 noon on Monday 5 July Interviews to be held later in the w/c 5 July



At Wycombe High School, we

***Look beyond* the traditional grammar school.
Look beyond league tables and examination results.
Look beyond stereotypes and conventions.
Look beyond a world where futures are fixed.**

At Wycombe High, we *look beyond*.



Marlow Road, High Wycombe
Buckinghamshire HP11 1TB

T: 01494 523961
Email: hr@whs.bucks.sch.uk

Visit our website at:
www.whs.bucks.sch.uk

Follow us on Twitter @WycombeHighSch

KEY DATES:

Deadline for applications is 12 noon on Monday 5 July Interviews to be held later in the w/c 5 July