

HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT
Headteacher: Anne Kelly BA MBA
Telephone: 01795 424223
www.highsted.kent.sch.uk
Email: recruitment@highsted.kent.sch.uk

Caretaker

25 hours per week, term time, plus overtime and holiday cover or occasional work to cover sickness, holidays etc.
Hours 6.00 am to 11.00 am Monday to Friday.

Highsted Academy Trust pay band 2:
(£14,500 - £15,101 pro rata)

Flexible, committed person with a range of practical skills is required to carry out caretaking and light maintenance duties at the school.

Application forms should be accompanied by a current CV and covering letter and be submitted to the school by email recruitment@highsted.kent.sch.uk or post. Further information or an application form is available on our website or from Linda Sayers at the school. Closing date for applications noon Friday 22nd September 2017.

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.

Highsted Grammar School is an Equal Opportunities Employer.





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GENERAL INFORMATION

Summer 2016 school performance:

GCSE results achieved by pupils at the end of key stage four

	2016	2015
Average point score per pupil	462.2	490.9
Percentage A*/A grades	45.5%	47.9%
Percentage of pupils gaining at least five A* - C grades, including English and maths	97.2%	97.6%
Percentage of pupils gaining at least two A* - C grades, science	97.2%	98.4%
Percentage of pupils gaining at least one A* - C grades, MFL	86.2%	89.7%

Pupils	APS	% achieving 5+ A*-C, including Maths & Eng	% achieving English Baccalaureate*	% achieving 2+ Science A*-C	% achieving history or geography A*-C	% achieving 1+ MFL A*-C
Highsted 2016	462.2	97.2	84.8	97.2	97.2	89.2
England 2014	355.1	53.4	22.9	47.5	43.8	36.1
Kent 2014	371.0	58.1	26.8	47.9	42.2	35.9

* **English Baccalaureate** consists of A*-C grades at full GCSE in English, mathematics, two science subjects, a foreign language and history or geography.

A/AS-level results achieved by students at the end of Year 13

	2016	2015
Percentage pass rate	100%	99%
Percentage A*-B grades	69%	52.3%

'Highsted Grammar School is an outstanding school. It knows its strengths and areas requiring improvement very well.'

'The school is ambitious for its students and is very effectively focusing the staff team and the girls themselves on raising their expectations and achievements.'

'The school effectively enables girls to make excellent progress. They achieve the highest academic standards.'

'The curriculum gives girls an outstanding range of experiences and there is excellent involvement in extra-curricular activities.'

'There is a strong mutual respect between staff and girls. Initiative is encouraged and girls say that they get on very well together, help one another and enjoy school.'

(Ofsted Inspection report 2009)

Highsted Grammar School is a small girls' grammar school (around 831 on roll, including 224 in Sixth Form) situated in the North Kent town of Sittingbourne. As an outstanding school, we were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and GTP trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Pupils are granted places at the school on the basis of success in the Kent selection tests, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Recently, Highsted was placed 92nd in the top 100 secondary (The Telegraph) based on our 2015 A-level results.

The school, sponsored by Microsoft, received specialist school status through science and we are currently implementing major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition and the school's Special Choir has recorded a CD of its Christmas repertoire. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has now become a regular part of the summer term enrichment programme, supported by substantial grants from the EU. In

2008, the school established a new partnership with the Lycée Prieur in Auxonne, Burgundy. Last year more than 35 students from Years 9, 10 and 12 participated in our European programmes.

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a successful department and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

Anne Kelly (March 2017)

HIGHSTED GRAMMAR SCHOOL: JOB PROFILE
RESPONSIBILITIES FOR CARETAKER – Shift 1 (25 hours)
6:00am to 11:00am Monday to Friday

Job title: Caretaker

Reports to: Business Manager

Postholder's name:

Date: September 2017

Grade: Highsted Academy Trust Band 2

Hours: 25 hours a week, term time only, 06:00 am to 11:00 am Monday – Friday, plus staff development days.

Summary of job

To unlock the site and undertake caretaking duties.

Outline of Main Duties

1. General repairs and maintenance around the establishment, inside and out, including decorating, repairs and woodwork to ensure the site is a safe environment for students, staff and visitors.
2. Porterage duties.
3. Respond to requests from the administration staff for assistance with clearing up when a pupil has vomited and with minor urgent repairs.
4. Carry out regular site checks and complete record sheets.
5. To carry out instructions from the Site Manager and Business Manager.
6. Attend training as necessary to carry out duties.
7. To be aware of Health and Safety around the school to ensure personal safety and the safety of others using the premises.

No directly subordinate staff.

Statistical information relating to the scope of the job.

School roll: 831.

Agreed by

Approved by

Date

Job context

The postholder will work with other caretaking staff and directly with the Business Manager. They will also have contact with staff, students and other external organisations that use the premises.

Confidentiality

All personal information regarding pupils, parents, employees at the school to which the Caretaker may have access in the course of his work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.

To fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

Organisational structure

