

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack

School Communications Officer

Part-time Job Share

April 2023 (ASAP)



Richard Hale School

School Communications Officer

Thank you for your interest in the post of School Communications Officer. The application pack consists of an application form and the following information contained in this document:

- Copy of the advertisement
- Information about the school
- Job Description
- Person Specification

Please note:

- **Closing date**
Closing date for applications is **9am, Monday 17th April, 2023**. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**
The application form is included for completion and guidance notes are provided to assist you.
- **References**
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Homan, HR and Office Manager, on sho@richardhale.co.uk who will be available to provide you with details about the role.
- **How to apply and where to send your completed form**
Please complete the application form and return it to the school as soon as possible, together with a letter of application, on no more than two sides of A4, which outlines the skills and abilities you could bring to the post. Please forward these by email to Mrs Homan at sho@richardhale.co.uk. Please accept our apologies as we may not be able to notify all candidates of the outcome of their application.
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



Richard Hale School

Schools Communications Officer

We are looking to appoint a School Communications Officer to work in the main school office. The person appointed would be required to undertake a variety of tasks, including providing administrative support to staff and supporting with the organisation of key school events including Presentation Evening, the Remembrance Service, Parents' Evenings (Years 7-11), coordinating school trips, booking training courses, managing internal Sixth Form applications and updating the school website. The position is for 15 hours per week and is a job share. Details of hours and salary can be found in the Job Description below.

The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS check (Disclosure & Barring Service).

- The Application Form and further information can be downloaded from the School's website or you may contact Mrs Homan by email, sho@richardhale.co.uk The application form, together with a letter of application of no more than two sides of A4, outlining the skills and abilities you could bring to the post, should be emailed to Mrs Homan, HR and Office Manager at sho@richardhale.co.uk. Closing date for application is 9am on Monday 17th April, 2023. Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church near the town centre, and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.

Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. We are heavily oversubscribed and we will have increased numbers of students to 180 in all years from September 2020.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, with over 300 students, and attracts boys and girls from further afield than the immediate locality.

As a comprehensive school we take students of all abilities, however the ability of the students on entry is higher than the national average.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room, complete refurbishment of all Science laboratories, and a major programme of roof and window replacements. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and our brand new sports hall opened in the Summer of 2022. We play our Rugby games at Hertford Rugby Club, this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football and cricket over the year.

Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, disciplined, considerate and well behaved adults who are able to make a positive contribution to the community and wider world.

We are a Good School as Ofsted confirmed in our recent Ofsted Inspection. The feedback and report reflects the many strengths of the school. The report is available on the website but the following quotes really show what the school is like, "Pupils are proud to tell their friends that they attend the school. Parents typically say, 'My son loves coming to school. We are proud that our son is a Richard Hale pupil,'" and "Staff and pupils explained to inspectors that they feel like they are part of a large, supportive family."

The School curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students' learning experience alongside the increased content the new qualifications require.
- Large numbers of students take a modern foreign language and individual sciences at GCSE.
- Our Design and Technology provision includes Engineering, we have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site, expanding to over 30 through the local Federation of secondary schools. BTEC Science and Sport provide students with a more focused vocational curriculum.

At KS5 we teach a linear syllabus with students sitting examinations at the end of the two year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The School's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.

Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

We work closely with a number of our primary schools. This ranges from some outreach work in music and other subjects as well as working with them to support transition arrangements for our Year 7 students.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk.



Richard Hale School

Information about the School Office

Staffing

Sue Homan	HR and Office Manager (Full-time)
Wendy Boorn	School Administrator/Receptionist (Wed-Fri)
Pauline Marshall	School Administrator/Receptionist (Mon-Thurs am)
Louise Norris	School Communications Officer (Mon-Tues)
Position advertised	School Communications Officer (Thur-Fri)

The School Office is situated behind Reception in the main building of the school. It is a busy working environment with all staff expected to work as part of a team, each having responsibility for answering the telephone, supporting staff with a variety of tasks, including sending out communications to parents, and assisting any students that come to the office or Medical Room.

All office staff are trained in using SIMS, Iris Reach (parental engagement software), the telephone system and most are qualified First Aiders.

The full job description for the School Communications Officer can be found below.



Richard Hale School

Job Description: School Communications Officer

Job Purpose

To provide an administrative service as directed by the Line Manager and to work as part of the support staff team.

Main Areas of Responsibility

- Organising key events on the School Calendar (including Presentation Evening, Remembrance Service, White Gloves, Senior/Junior Colours)
- Organising Parents' Evenings for Years 7-11 using the Parent Booking on-line system
- Coordinating school trips
- Booking training courses
- Updating and managing the school website using CMS Wordpress
- Creation of Google forms (including staff surveys, ski trip data collection, Year 6 admissions data and consent information)
- Coordinating internal Sixth Form applications and interviews with members of SLT
- Liaising with the school uniform supplier for special orders and to arrange school visits
- Assisting HR & Office Manager with cover/room change requests and inputting on SIMS
- Providing general administrative support to members of staff
- Limited coverage of Reception (lunchtime/staff absence)

Contacts

Maintain good relationships with all contacts including:

- Students
- Staff
- Governors
- Parents
- Local Dignitaries
- Richard Hale Association
- General Public

Knowledge and Experience

- Knowledge of Microsoft Office and Google essential
- Experience of working in an office environment
- Experience in maintaining/updating a website
- Experience in event management (preferable)
- Excellent telephone manner
- Good general level of education
- Good organisation and communication skills
- First Aid trained (training will be provided)

Problems and Decisions

- Dealing with a number of queries simultaneously
- Ensuring seamless weekly handover with job share colleague
- Coping with the unexpected and dealing with challenging parents' queries

Supervision

The Job Holder works with minimum direct supervision. The Job Holder should prioritise work according to appropriate deadlines referring to the Line Manager in the event of conflicts.

The position will be paid on H6 14 (actual salary £9243.59 including Outer Fringe) and will be for 15 hours per week, term time plus 1 week as follows:

Thursday	8am-4pm (1/2 hour lunch break)	7.5 hours
Friday	8am-4pm (1/2 hour lunch break)	7.5 hours

(Event attendance outside of working hours may be paid as overtime if additional hours have already been worked)

Responsible to: HR & Office Manager

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check is required for this post.

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Qualification	Essential	Desirable
Good standard of literacy and numeracy	Y	
At least Level 2 qualifications in English and maths	Y	
Level 3 qualifications (A Level or equivalent)		Y

Professional experience	Essential	Desirable
Experience of working with young people (preferably of secondary school age)		Y
Experience of working as part of a team	Y	
Knowledge of Microsoft Office and Google	Y	
Knowledge of SIMS		Y
Knowledge of CMS Wordpress		Y
Experience in Event Management		Y

Knowledge, skills and attributes	Essential	Desirable
An understanding of how to support young people (preferably of secondary school age)		Y
Competent ICT skills in the use of spreadsheets, word processing, Microsoft Outlook, graphics packages, etc	Y	
Effective communication with a variety of audiences, both orally and in writing	Y	
Ability to organise and manage time effectively and prioritise workload	Y	
Ability to multi-task	Y	
Is calm, patient and reflective	Y	
Is positive and enthusiastic	Y	
Is able to maintain good relationships with students, parents and staff	Y	
Represents the School appropriately as the first point of contact in person or on the telephone	Y	