

QUEEN ELIZABETH'S HIGH SCHOOL

11-18 Mixed Grammar School

Headteacher: Mr David Allsop, BA(Hons) MSc NPQH



Vacancy Information Booklet

Community Relations Officer **G5:12**

*30 hours per week/39 weeks per year
(Term time plus 5 days)
To start as soon as possible*

Closing Date: midday on Tuesday 30th April 2019

Inside this booklet you will find information about QEHS, more details about the vacancy, a detailed job description, as well as information about how to apply.



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Morton Terrace · Gainsborough · Lincs DN21 2ST ·

· Tel (01427) 612354 ·

Website: www.qehs.lincs.sch.uk Email: office@qehs.lincs.sch.uk



THE SCHOOL

Queen Elizabeth's High School is a school where children can grow and develop into successful young adults who are equipped with the knowledge, skills and qualifications to follow their dreams and aspirations. Qualifications are a key element of that success and our past results at both GCSE and A level speak for themselves; we are regularly listed in The Times top 200 schools list. However, education is more than that, and here at QEHS we provide a safe environment in which young people can grow and learn who they are, what interests them and who they would like to be in the future.

Intellectual curiosity is encouraged, as is scholarship. Our House system encourages healthy competition as well as developing team work and leadership. It also forms the basis of our pastoral support and all students are allocated a house when they enter in Year 7.

At QEHS we are proud of our heritage but are always looking forward, embracing changes which will benefit our students both now and in the future.

QEHS is very much a local grammar school and we are pleased to have made the positive choice to remain with the Local Authority. This allows us to continue to work both within our immediate locality and also more widely across the Counties that surround us, providing outstanding education and aspiration to the young people of Gainsborough and its surrounding villages and towns.

The governors, staff, parents and students all created our School Aims which are as follows:-

- *At Queen Elizabeth's High School, we aim for high standards in all we do.*
- *We strive to fulfil the potential of each student. We set out to develop knowledge, understanding, skills and values and we encourage endeavour and achievement of all kinds, academic, sporting, artistic and personal.*
- *We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom. We work hard to involve students and parents in responsibility for learning. Staff set themselves high standards and expect the same from students. All members of the QEHS community are encouraged to contribute to the whole and from that gain a genuine sense of belonging.*
- *We aim to maintain a friendly and caring atmosphere, in which students and staff share a mutual respect. We expect responsible behaviour from students; they can expect fair treatment from staff. We intend to keep parents and students fully informed about our policies and achievements and to listen to their views.*
- *When they leave Queen Elizabeth's High School, we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society. We recognise that school provides a solid and firm foundation upon which students build their lives. As such, we focus on traditional values set in a modern-day context.*
- *Queen Elizabeth's High School is committed to the highest possible standards of child protection.*

Staff appointed to the School would need to be comfortable with these aims and reflect them in their work. Existing staff are generous in giving of their time to support individual students and activities outside the classroom.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years, or who are recruited to fill certain key posts such as this one. See the full Admissions Policy on our school website (www.qehs.lincs.sch.uk).

THE VACANCY

The ideal candidate for this new post at Queen Elizabeth's High School will have excellent organisational, presentation and project management skills. Equally they will have the ability to communicate to the highest standard both verbally and in writing. Could you be the person we need to support the delivery of the school's strategic development plan?

The successful candidate will add value through their administrative, communication and organisational skills. They will have expertise in customer relations management and databases and will have knowledge and experience in marketing, fundraising, delivering presentations and in the management and organisation of related events. Their excellent communication skills, both spoken and written, will support them when sourcing external suppliers and fundraising donors.

There is an expectation that the postholder will have knowledge of direct marketing techniques and financial processes to ensure appropriate reconciliation of financial accounts.

In addition the postholder will work closely with the Site Manager regarding lettings of the school premises out of school hours. This will require clear communication with the Site Manager, Finance department and also with prospective clients to fulfil both their and our requirements.

The contract for this post is 30 hours per week - 39 weeks per year (term time plus 5 days). The grade for this post is G5 (approximately £13,985 per annum/£1,165 per calendar month).

This post offers the right candidate the opportunity to make a lasting and positive impact at our school whilst working in a supportive and dynamic environment.

This will certainly be a busy and demanding role, however the postholder will be working with a strong, committed and mutually supportive team.

JOB DESCRIPTION



JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Education/Schools	Job Ref Number: 02-747
Service Area: Queen Elizabeth's High School	Grade: G5

Job Title: Community Relations Officer

PURPOSE OF JOB:

To actively promote the reputation of the school, enhancing knowledge of school events and activities to a range of audiences. To develop the school's support network through regular communication with alumni and engaging both local individuals and institutions. To maximise opportunities for fundraising to ensure sustained financial support for school activities and development.

TEAM STRUCTURE:



MAIN DUTIES:

1	To form new and enhance existing relationships with key stakeholders across the community
2	To develop and maintain the school's alumni database, ensuring regular and positive communications between the school and its former students
3	To enhance the school's customer relations management and the school website
4	To assist with the development and implementation of a school social media strategy and communicate school news and events through the school newsletter, website, twitter, etc
5	To develop and maintain a school photo library
6	To support in the planning and coordination of events hosted by the school
7	To promote school activities, securing appropriate sponsorship for equipment, projects and events in support of the school's strategic development plan
6	To research funding opportunities and initiatives and provide quality advice and guidance as appropriate
7	To produce approved school marketing literature
8	To coordinate the administration of school lettings

9	To promote and develop the school's lettings provision
10	To ensure clear and effective lines of communication both internally and externally in connection with school lettings and events
11	To ensure project monitoring and reporting mechanisms are implemented effectively and accurately
12	To attend meetings as required in relation to the duties of the post
13	To provide timely and relevant information and reports on request.
14	Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the agreement of the postholder

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Expertise with customer relations management databases involving database administration, import/export, configuration, problem resolution and advanced querying	A, T, I, P	✓	
Knowledge of and experience in academic fundraising and donor stewardship	A, I	✓	
Experience in the organisation and management of events	A, I	✓	
Experience in the sourcing, selection and management of external suppliers	A, I		✓
Good working knowledge of social media	A, T, I	✓	
Knowledge of direct marketing techniques	A, I		✓
Knowledge of the issues pertinent to the state school sector	A, T, I		✓
The ability to exercise tact, diplomacy and discretion	A, I	✓	
The ability to work to deadlines under pressure, and with a calm outlook and a sense of humour	A, I	✓	
Excellent organisational skills	A, T, I	✓	
The ability to be diplomatic and persuasive, on the phone or in person	A, I	✓	
Excellent written and verbal communication skills	A, I	✓	
Excellent attention to detail	A, T, I	✓	
Maturity of judgement, resilience and personal presence	A, I	✓	
Good knowledge of the local area	A, T, I		✓

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

HOW TO APPLY

The closing date for this vacancy is midday on Tuesday 30th April 2019.

Potential applicants are welcome to telephone (01427 612354) if they have any questions about the post. Please complete and sign the Lincolnshire County Council Standard Application Form (available on our website). A letter of application can be submitted to accompany the formal application form which must be succinct, limited to one side of A4 paper and is an opportunity to explain how you believe your own experience equips you for the post and also for you to outline how you would approach this new role at QEHS.

Completed applications should be submitted by email to recruitment@qehs.lincs.sch.uk **by midday on Tuesday 30th April 2019. We will always acknowledge receipt of submitted application forms. If you do not receive confirmation of receipt please follow this up with the school.**

We will contact your referees for a reference before the interviews and, for shortlisted candidates, the references will be taken into account in deliberations at the conclusion of the final panel interviews.

Candidates are asked to bring to interview evidence of all relevant qualifications listed on their application as well as certificates for A Level, degree, teaching and other qualifications acquired. Please also bring proof of identity, including at least one item of *photographic* evidence (current passport or new style UK driving license with associated counterpart licence). A document will be provided detailing which documents can support your application. Please be aware that at least one document should include your National Insurance number.

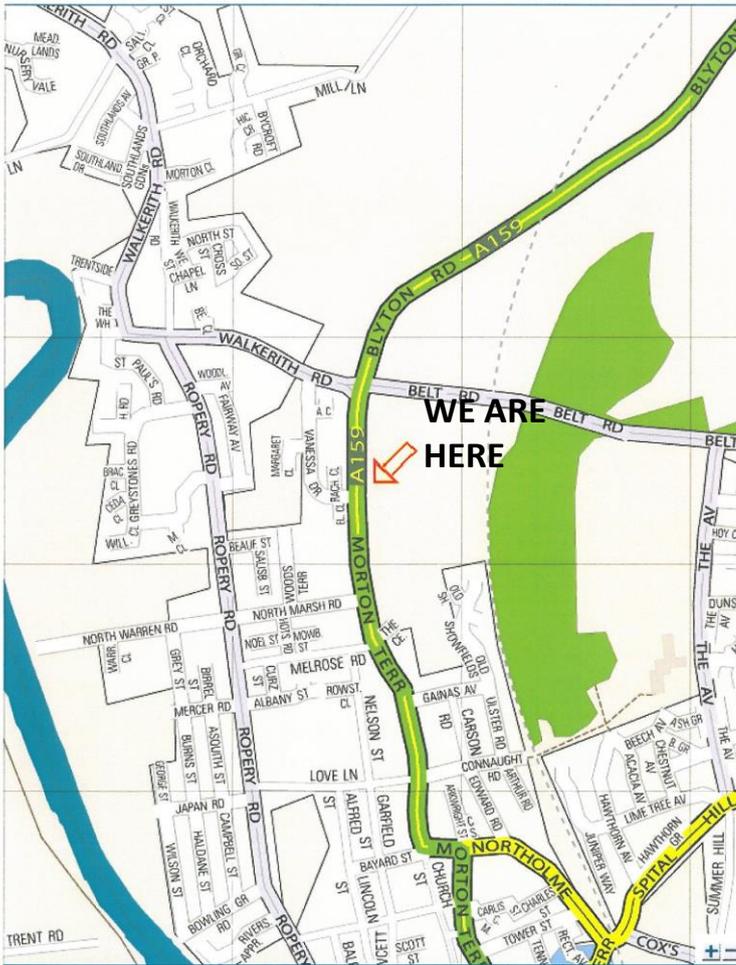
Queen Elizabeth's High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Queen Elizabeth's High School is committed to staff development. The school is an equal opportunities employer. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, marital status, religion or disablement. Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

Selection criteria and procedures will be frequently reviewed to ensure fair treatment and efficient selection. Successful applicants will be provided with access to the Staff Handbook in plenty of time to prepare for their new post. We are always happy to see new staff in school if they are able to visit us for preparation before taking up their appointment. There is an induction programme for new staff.

QEHS and Lincolnshire Children Services are committed to the highest standards of child protection staff development

THE TOWN



Gainsborough is situated in the north of Lincolnshire on the banks of the River Trent, the County's western boundary. It is within easy reach of the A1 and is Britain's most inland port, with a population of just under 20,000. Gainsborough's Old Hall, a fifteenth century manor house, is a local tourist attraction and, though it sits in a generally agricultural district, the town has both light and heavy industry.

Education in Lincolnshire schools is uniform to the end of the primary phase, but there is a range of good schools in the secondary sector, varying from selective to comprehensive. There has been more than the national average of academy conversions over the past few years. In the Gainsborough area, there are a number of very good primary schools; in the secondary sector, as well as Queen Elizabeth's High School, there is The Gainsborough Academy (TGA), an 11-16 non selective school.

MORE ABOUT OUR SCHOOL

We have a thriving extra-curricular program in which almost all students take some part throughout the year. It includes wide-ranging house competitions from music, through cooking to drama, art and chess.

Students in all key stages are offered opportunities to visit France, Germany and Spain. There is a thriving German exchange programme for Year 10 and the 6th Form.

We have a full and growing international dimension to our offer which includes links with schools in China and Tanzania with regular exchanges of students and staff.

Each year the School holds an Inter-House Debating competition sponsored by the local Rotary Club. Winners go through to the 'Youth Speaks' competition in Lincoln.

Every two years the Geography department organises a trip for some students to Iceland