



REIGATE GRAMMAR SCHOOL

HMC Co-educational day school, 900 pupils aged 11-18, 250 in the Sixth Form



Appointment of

Graphics and Communications Coordinator

required as soon as possible

Information for Candidates

Introduction

Reigate Grammar School is an independent co-educational day school for pupils aged 11 to 18. It is a highly successful, happy and exciting school which aims to provide a broad and balanced education to both boys and girls that will prepare them for the modern world. It has a distinctive character which combines high academic standards with a wide range of extra-curricular activities, strong pastoral care and a relaxed and unpretentious atmosphere which is unusual for such a high performing school. We aim to educate the whole child and to offer a broad range of experiences for all.

HISTORY

The school was founded in 1675 as a free school for boys. It became an independent grammar school during the nineteenth century, but after the 1944 Education Act it came under the control of Surrey County Council. On the abolition of the direct grant in 1976, RGS reverted to independent status. At the same time girls were admitted for the first time, initially in the Sixth Form only, but throughout the school from 1993. In September 2003, the school merged with Reigate St Mary's Preparatory School. Reigate Grammar School now numbers 950 pupils, of whom 250 are in the Sixth Form, with another 300 pupils at Reigate St Mary's.

LOCATION

The school is fortunate to occupy three adjacent sites near the centre of Reigate, two for the senior school and one for the prep school. Reigate is a pleasant and thriving market town in Surrey, just outside the M25 yet with easy transport links to London, Gatwick and the Channel Tunnel. The majority of pupils live in Reigate, Redhill and their surrounding villages, but many come from further afield, including Horsham, Crawley, Horley and Dorking.



FACILITIES

The school enjoys superb facilities which have been improved considerably in recent years, including a new Dining Hall, Sixth Form Centre, Mathematics classrooms, Music School and indoor swimming pool. A substantial new building containing classrooms and science laboratories opened in September 2011, along with a Fitness Room and new Reception. In addition to the main school sites, the sports ground at Hartswood, two miles from the school, provides some 32 acres of playing fields, outdoor cricket nets and a floodlit all-weather Astro-Turf pitch.

ADMISSIONS

Pupils are admitted mainly at the ages of 11 and 13 via our own entrance examination, with a small number joining for the Sixth Form. The school is academically selective, with around two applicants for every place. Approximately half our pupils come from primary schools and half from the preparatory sector and the school has an unusually wide social mix, thanks, in part, to our generous bursary scheme, which provides financial assistance for those unable to afford the full fees. In the most deserving cases, fee remission of up to 100% of fees is available with the generous support of the Peter Harrison Foundation.

CURRICULUM

The school has maintained its grammar school ethos and puts academic achievement as its first priority. The curriculum is broad and balanced, incorporating both traditional and modern elements: for example, all students in the First and Second Forms (Years 7 and 8) study Latin, but also take Food Technology. Most students study at least one Modern Language to GCSE and separate sciences are available to all. Most students take ten GCSEs or IGCSEs and three, four or five A Levels, chosen from a wide range of subjects. The Extended Project Qualification is also available.

EXAMINATION RESULTS

RGS was listed as the top performing co-educational day school in Surrey for the second year running (by the Daily Telegraph in 2015 and in 2014 by The Sunday Times Parent Power). Recent examination results placed us as one of the

Introduction

top co-educational day schools in the country: in 2015, 93 per cent of grades were A* to B and the overall pass-rate was 100 per cent for the 16th year running. All RGS students applying to medical or veterinary school received an offer and secured their place for the third year in a row. At GCSE 93 per cent of grades were A* to B. The average results at GCSE for RGS students was higher than 10 A grades per student with the majority of students securing more than 5A* grades each. RGS far exceeded the national expectations for our students, based on their academic standards when they joined us, placing us in the top group of schools for 'value-added'.

BEYOND THE CLASSROOM

However, we are equally proud of our extra-curricular activities, which provide an impressively wide range of opportunities, while ensuring that academic potential is fulfilled. We have an enviable reputation in sport, music and drama: large numbers of pupils participate in the CCF and in the Duke of Edinburgh's Award Scheme; clubs and societies abound, including (to name but a few) Model United Nations, chess, Japanese Club, Eco-Committee, Pyrotechnics Club and Indoor Rowing; and we encourage students to help those less fortunate than themselves, by taking part in our Community Service scheme, or by raising money for charity last year the school's Charity Committee raised nearly £25,000 for both local and national charities.



Trips and expeditions are a major feature of life at RGS. These range from visits to local sites of interest (such as Bodiam Castle, London Zoo or the Imperial War Museum), through outward bound expeditions (often as part of the DofE Award) to places such as the Brecon Beacons and Dartmoor, to more ambitious overseas trips, which in recent years have included Italy, Greece, Moscow and St Petersburg, Washington DC, New York and Belize. Language trips and exchanges are encouraged. Sports and music tours are frequent occurrences and have included Jersey, Ireland, Italy, Belgium, Canada, South Africa, Dubai and Barbados.

PASTORAL CARE

We value all members of the school community as individuals and our aim is that all our pupils should be happy at school, in the belief that by being happy, they are more likely to be

successful. Within each year group, pupils are under the daily care of their Form Tutor who works closely with other staff, as well as the Heads of Year and Heads of Section, to ensure a co-ordinated and supportive approach. There is a Peer Support service and members of the Upper Sixth Form (Year 13) act as mentors to the First Form. For those in difficulty, there is an informal counselling service available through the Chaplain, in addition to an independent counsellor who visits the school twice each week.

RELIGIOUS AFFILIATION

The school has no formal religious affiliation and accepts pupils of all faiths or none. However, it has close links with St Mary's Church, next door to the school and all pupils and staff attend a Church Assembly each week.

THE STAFF

There are around 120 members of the teaching staff and approximately 80 support staff. All are highly committed and give freely of their time to help students to achieve their potential.

The school is organised so that each department shares a suite of classrooms or laboratories and has a departmental office, normally adjacent to its teaching space. Departments are extremely well resourced, all classrooms and laboratories are equipped with interactive whiteboards and all teachers are provided with laptops. Most departments have either a technician or a (part-time) administrative assistant and these assist teachers with a variety of tasks.

All departments have access to the well stocked school library and to assistance provided by IT Support and the Print Room.

Class sizes rarely exceed 24 at Key Stage 3, 20 at GCSE or 12 at A Level (and are often much less) and the maximum teaching load is 75% (less for staff with additional responsibilities). We provide full induction for NQTs enabling them to gain QTS. Professional development is strongly encouraged and generously financed and staff are frequently successful at gaining promotions to other leading schools.

There is a lively Common Room with frequent social events and a good balance of age and experience. All teaching staff are expected to involve themselves fully in the extra-curricular life of the school. There is no teaching on Saturday mornings, but many sports fixtures and other activities – such as Duke of Edinburgh expeditions, play rehearsals and conferences – take place at weekends. Reigate Grammar School is a non-smoking environment.

**Further details of the school can be found
by visiting our website:
www.reigategrammar.org.**

Graphics and Communications Coordinator

We are looking for a Graphics and Communications Coordinator to work within our Marketing, Admissions and Events team (MAE).

Reporting to the Headmaster, you will work with the MAE team in the delivery of creative briefs for collateral material and assist with the planning and delivery of key events throughout the year. This job is not for the fainthearted, the pace is fast and there is a lot to do. You'll be a strong multi-tasker with experience of email and outdoor campaigns, designing both large and small creative briefs and a keen eye for detail and quality control to maintain our high standards. You need to think on your feet and be ready to help out on a range of tasks. You'll be highly organised with the ability to help build relationships with a large group of stakeholders.

In short we desire someone who has solid experience of:

- ◆ Graphic design using Adobe Suite InDesign, Illustrator and Photoshop: 2 years.
- ◆ Microsoft Office.
- ◆ Company/product branding.
- ◆ Planning and hosting events.
- ◆ Photography.

Job Description

This role will work in conjunction with the Marketing Executive and the Events Coordinator. Examples of the types of tasks and responsibilities for this role are as below.

Design/Artwork

- ◆ Designing/producing twice yearly RGS Pilgrim Review.
- ◆ Designing/producing the yearly Academic Review.
- ◆ Helping with the design of any other school related marketing material (flyers, posters etc.).

Feeder/Marketing School Events

- ◆ Creating invitations and certificates.
- ◆ Liaising with feeder schools.
- ◆ Event planning.
- ◆ Preparation and distribution of targeted collateral.
- ◆ Attendance at some out of hours events.

Hospitality Events

- ◆ Creating and distributing invitations.
- ◆ Communications with invitees.
- ◆ Event planning.
- ◆ Attendance at some out of hours hospitality events.

Box Office

- ◆ Working with briefs from the Drama and Music Departments and creating online RGS Box Office events. (We currently use Advanced Ticketing software for Box Office events).

- ◆ Communicating with RGS parents and VIP guests in all matters related to ticket sales.
- ◆ Creating reports through Advanced Ticketing e.g. Door Reports for Front of House and Post Event Finance Reports.
- ◆ Front of House for all Drama productions and some Music concerts which will involve out of hours work.

The successful candidate is very likely to have:

- ◆ Exceptional people skills, self-motivation and the ability to relate quickly and easily with pupils, parents, feeder school staff (teachers and management) and other stakeholders.
- ◆ Strong attention to detail, a calm and unflappable manner.
- ◆ Initiative, new ideas, a sense of humour and the ability to communicate with all staff at all levels, both teaching and support including catering and maintenance.
- ◆ The ability to be able to prioritise and meet deadlines.

The Post

This is a full time post throughout the year including school term and holiday periods. Whilst holiday working is a requirement of the role there is flexibility and this can be discussed at interview. Please contact us if you would like to discuss the hours, holiday working etc. Core office hours during term time are 8.30am to 4.30pm, although the working day is often longer. Frequent attendance is required at regular evening and weekend occasions including all Open Events. There is the flexibility to take time off in lieu during school holidays. There is an entitlement of four weeks' annual holiday (to be taken during school holidays), increasing to five weeks after five years' service.

Please note that the elements within this job description are illustrative as the expectation is that this role will evolve over time and in order to respond to other reasonable requests from the Headmaster.



Terms and Conditions

- ◆ Non-teaching staff at Reigate Grammar School are remunerated according to our own salary scale. Salary is commensurate with qualifications and experience.
- ◆ This is a full time post for 52 weeks of the year.
- ◆ Hours of work are 35 hours per week. 8.30am to 4.30pm Monday to Friday. However, there will be a requirement for some out of hours work as previously mentioned. Whilst holiday working is a requirement of the role there is flexibility and this can be discussed at interview. Please contact us if you would like to discuss the hours, holiday working etc.
- ◆ This role will not attract staff fee remission.
- ◆ There is a one year probationary period, with a notice period of one month on either side, after which the post will be confirmed as permanent, with three month's notice.
- ◆ Employees are entitled to join the school's auto enrolment pension scheme.
- ◆ Lunch is provided free of charge during term time.
- ◆ All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- ◆ Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an online Pre-Placement Medical Questionnaire.



Child Protection

Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection policy, which is available on our website and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

Equal Opportunities

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

Applications

Applicants are asked to complete the **Support Staff Application Form** and **Supplementary Form** (which are also available on our website) and send them with a supporting statement and CV addressed to the Human Resources Manager as soon as possible and by **Thursday 16 June 2016** at the latest. Applications will be considered in the order in which they are received and the school reserves the right to make an appointment prior to the closing date.



Applications should be addressed to the Human Resources Manager and sent (by letter or by email) to the address below.

Mrs Dawn Holmes
Human Resources Manager
Reigate Grammar School
Reigate Road
Reigate
RH2 0QS

Tel: 01737 222231
Fax: 01737 217005
Email: hr@reigategrammar.org

How to find us

By Road: Reigate Grammar School can be found on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The simplest route is via the M25: exit at Junction 8 and join the A217 south; after the level crossing, turn left to join the one way system; stay in the left hand lane at the first lights (signposted A25 Redhill) and go straight across at the next. Reigate Grammar School is on the A25 about 500 metres on the right.

For satellite navigation systems, the school's postcode is **RH2 0QS**.

On arrival, please park at the main entrance and report to Reception.

By train: The school is approximately ten minutes' walk from Reigate station, which is served by trains from London Victoria, London Bridge and East Croydon (Southern Railway) and from Reading and Guildford (First Great Western). There are also frequent connections to Redhill station (about one mile away) which is on the main London Victoria to Brighton line, giving fast connections to Croydon, Crawley, Horsham and other towns to the south.

On arrival, please report to Reception.

