**Head of Service at Stowe School**



**A BIT ABOUT US:**

Stowe School occupies Stowe House and approximately 200 acres of the Stowe estate, and is located in Stowe’s world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 870 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site.

In January 2021, Winchester House and Swanbourne House Schools became part of The Stowe Group. The schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is also open to the public during the school holidays.

**WE ARE CHANGE MAKERS**

The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.

**KEY TASKS/MAIN DUTIES: Head of Service at Stowe School**

Working in our busy, friendly department this role is integral to the development of the Service@Stowe programmes across all three of our schools and the local community. The post holder will build on Stowe’s support of the local community and facilitate active involvement with the Duke of Edinburgh award programme, other outreach initiatives including Volunteer awards.

The role of Head of Service@Stowe requires imagination, creativity, excellent people and administrative skills as well as the ability to make the most of limited resources to have maximum impact on the lives of those we are supporting. The role is key to ensuring that Stowe continues to be a school where pupils see supporting the world around them as part of their everyday life.

As well as administrative duties, you will have excellent communication and networking skills and be confident building and maintaining relationships. You are likely to be involved in the afternoon activity sessions and supporting sessions or conduct quality control so some flexibility is required.

**Hours of work: Full time 37.5 hours/52 weeks or we would consider part time Term Time only**

**Salary: up to £25k per annum dependent on experience (pro rata’d for part time)**

**How to apply:** An application form and job description may be downloaded from our website [www.stowe.co.uk/careers-at-stowe](http://www.stowe.co.uk/careers-at-stowe)

**Closing date: 30 June 2022**

**Interviews: Provisionally w/c 11 July 2022**

**For more details on the role or for an informal chat please contact: Gwilym Jones: gjones@stowe.co.uk**

**WHAT DOES THE STOWE GROUP OFFER YOU?**

As part of our Stowe Group family, you can access many benefits to include:

* 25 days annual leave plus 8 bank holidays (if full time/52 weeks of the year)
* Free meals, refreshments and parking
* Competitive pension scheme
* Discounted School Fees – 50% across all Schools in the Stowe Group
* Annual Golf Membership for colleague and immediate family
* Use of School facilities – gym/swimming pool for colleague and family
* Death in service benefit
* Wellbeing benefits including free Flu vaccination and eye tests
* 10% discount in the School Shop
* Learning and development opportunities

**The Stowe School Group** is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Application deadline:** This post will close on the closing date stated at midnight. If we receive a large number of applications or there is a change in circumstance, we may be required to close a job before to the closing date.

**Contacting you:** We will contact candidates through the email address supplied on their application form. Please make sure you check this regularly.

**Job Description**

**Job Title: Head of Service@Stowe**

**Department: Service @ Stowe**

**Accountable to:**  **Co- Cirricular Co-ordinator**

**Purpose of the job:**

To promote and develop the Service@Stowe programme, both within the Stowe Group and the local community, with the ultimate aim of ensuring volunteering and outreach opportunities for all Stoics over the course of the academic year.

The Service@Stowe programme currently has active involvement from over 170 stoics and 20 staff in a diverse range of projects on a weekly basis.

There are also a multitude of House-based events of varying sizes each year. The programme already has a positive impact on the lives of many both in the local community and much further afield and our aim is to continue to increase both the impact of the projects and Stoic involvement in all projects going forward.

The reputational value of the programme should equally not be underestimated, Stowe is already well known in some areas for its support of the local community and we would like to build on this and facilitate active involvement by other members of the Stowe Group.

The role of Head of Service@Stowe requires imagination, creativity, excellent people and administrative skills as well as the ability to make the most of limited resources to have maximum impact on the lives of those we are supporting. The role is key to ensuring that Stowe continues to be a school where pupils see supporting the world around them as part of their everyday life.

Fulfilling the role is not necessarily dictated by the timings of the School day and is more than simply an administrative role. Beyond administrative duties, key times are likely to be the afternoon activity sessions when the Head of Service@Stowe may be required to support sessions or conduct quality control.

**The Stowe Group**

The Stowe Group comprises Stowe, Swanbourne House and Winchester House Independent Schools, situated on sites in Buckinghamshire and Northamptonshire. Between the three schools, The Stowe Group can offer education for boys and girls from 3-18 years. Within The Group there are more than 1,400 pupils and 600 members of staff. The Schools occupy sites of historical significance in Swanbourne, in the market town of Brackley and in the beautiful landscape gardens at Stowe, where we work with The National Trust to manage the landscape gardens and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided

tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision.

**We are Change Makers**

Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community. Our World-class facilities support our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve. Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. It is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community. We are committed to the development of character with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. We strive to attract and retain employees of the highest calibre. The Group’s talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group. Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability

**Key Tasks:**

* To actively develop the Service@Stowe program through effective communication with members of both the Stowe Group and local communities, with the aim of ensuring access to Volunteering opportunities for all Stoics over the course of the school year.
* To ensure that the weekly programme is viable and that it is accessible to all year groups.
* To liaise with the Heads of DofE sections to ensure DofE Award criteria are being met for the Volunteering sections.
* To have overview of the Service@Stowe programme and to promote all elements of the programme amongst the staff and student body.
* To staff activity slots as required.
* To support Stoics and staff in independent Service initiatives.
* To liaise with the staff running the individual programs to ensure that the needs of the programmes are met and that all Health and Safety measures are in place.
* To encourage staff involvement in the Service@Stowe programme, both in regular weekly activities and one-off fundraisers.
* To discuss staffing requirements with the Co-curricular Co-ordinator and ensure that the staffing meets the needs of the activities.
* To liaise with Stoics to discuss other outreach opportunities and support one-off fundraising events.
* To arrange and deliver the Community Christmas Party.
* To liaise with Houses to support their individual fundraising projects if required.
* To manage the Service@Stowe budget and liaise with the Finance Dept to ensure that all monies raised are held appropriately and passed on to the correct charities.
* Monitor and evaluate activities and write reports on the service programme for the Board of Governors and school marketing materials.
* Research and write volunteer policies and procedures, including risk assessments.
* Raise staff awareness about the benefits of volunteering and volunteer opportunities.
* Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes.
* Celebrate volunteering by nominating volunteers for awards and organise celebration events.
* Attend weekly Co-curricular meetings and other relevant meetings as required.
* To work with the Co-curricular Co-ordinator and Deputy Co-curricular Co-ordinator to plan and support the Change Makers week in the final week of the summer term.
* To drive minibuses to facilitate certain programmes.
* To work with all members of the Stowe Group to ensure that staff and pupils are supported in their Volunteering work and fundraising initiatives.
* To work with all members of The Stowe Group to ensure that pupils are supported in their volunteering work and fundraising initiatives.
* To support colleagues in The Stowe Group who want to engage in service projects both locally and further afield.
* To make the most of outreach opportunities and working together to raise awareness and funds for local, national and international charities.
* To work with the Head’s office to ensure that all Service achievements are taken into account when considering prizes and awards throughout the year, in particular the awarding of Speech Day prizes.
* As Charity Co-ordinator, to ensure that all reports and data are compiled as required over the course of the year.

**Supporting The Award**

* To work with the Co-curricular Co-ordinator to administer and support the Stowe Award, including moderating personal reports and helping arrange and support celebration events. Volunteering is an integral part of the Award structure and success criteria.
* To promote the importance of involvement in Service projects in terms of achieving the Award and ensure that Service options are accessible to all Stoics.

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | Minimum of A- Levels | * Education to degree level, with strong ability in written English |
| **Specialist Skills & Experience** | * Planning and priority setting; scheduling daily activities and planning for peaks and troughs in workload      * Being able to manage multiple tasks at any one time      * PC and database skills: experience in handling data and using databases      * People Management skills        * Proficient communicator, with the ability to network and develop contacts in the community | * Knowledge of the local community and working in an outreach community setting      * Experience of working with volunteers and/or community organisations |
| **Personal Qualities** | * Excellent organisational skills      * Strong attention to detail      * Enthusiastic personality, with a proactive approach      * Strong communication      * Strong team-worker – ability to thrive in a small, closely-knit, and dedicated team      * Willing to work flexible hours for events and planning meetings as required |  |

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: June 2022