



# MARKETING AND ADMISSIONS MANAGER

*Candidate Information*





# THE POSITION

We are looking for a Marketing and Admissions Manager to join us and help take Durham High School to new levels of pupil recruitment and provide the best possible admissions experience for prospective parents.

This is a great opportunity to join our friendly, caring, supportive team, working with the headmistress, governors and school leadership team and becoming part of school life where there is never a dull moment!

Our academic records of achievement are excellent and the school is a hive of activity, with girls getting every opportunity to develop their full potential in all areas of life. It's a great story spanning 140 years, and we want the successful candidate to

share our passion for the next chapter, strengthen our reputation and increase our brand presence with both existing and prospective parents.

If you are looking for a new role where you can be part of something unique and excited to take up a new challenge, we would be delighted to hear from you.

We hope the information in this pack is useful – our website is brimming with information, if you want to read more about our school – please visit [www.dhsfg.org.uk](http://www.dhsfg.org.uk).

Thank you for your interest in Durham High School.

*Please read the Job Description and Person Specification in connection with this document.*

*“Pupils flourish and develop high levels of self-confidence through the positive encouragement they receive from class teachers and other staff who provide individual support”*

**ISI Inspection Report, October 2022**





# WHY WORK AT DURHAM HIGH SCHOOL?

- Durham High School is a fabulous family of staff and girls who strive for excellence in all we do.
- We are a group of highly qualified and enthusiastic teaching and support staff for who nurturing and developing girls is at the forefront of everything we do. The school comprises of Pre-Prep, Prep and Senior teaching staff, and a dedicated team of support staff including our Administration Team, Facilities Team, transport drivers and cleaners.
- You would be part of a community where girls are eager to learn, they are receptive, well behaved and engaged. Our staff enjoy teaching in small classes in well equipped spaces and a supportive environment.
- Our teaching groups are smaller than the maintained sector, typically beginning with Pre-Prep and Prep classes of between 10 pupils and 20 pupils, increasing to around a maximum of 24 pupils per class in Years 7-11. Depending on the subject, classes can average between 5 -14 at Sixth Form.
- Teachers and support staff are paid on the DHS pay scale and our school holidays are longer than those in the state sector, with a week in October, three weeks at Christmas and Easter, a week in February and May, and up to eight weeks in the Summer.
- A free school lunch each day is offered to all staff during term-time and staff rooms have complimentary tea, coffee and biscuits.
- Access to our onsite confidential counselling service.
- Durham High School operates a fee reduction package of 50% for children of staff members.
- All staff have access to training opportunities for personal and professional development.

*The girls at Durham High School were amongst the most enthusiastic and motivated that we have met.*

**ISI Inspection Report, October 2022**





# OUR SCHOOL

Durham High School is a leading Independent Day School for girls aged 3 - 18. We were one of the first schools in the North East of England to take girls' education seriously and we are proud to continue that tradition today; we seek to develop the potential of every girl in all areas of life.

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school. In the 1960s, Durham High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day.

Recent developments include a wonderful Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose-built Performing Arts Suite and Music practice rooms.

## Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

## Reputation and Exam results

Durham High School is consistently the best in County Durham for academic results and pastoral support. Classes are small and the pastoral care of pupils is given a very high priority. Our pupils consistently achieve some of the best results in the area at both GCSE and A Level.

In 2023, 71% of pupils achieved grades A\*-B at A Level, which was significantly higher than national average of 52.7%. A third of all grades were A\*-A, which is higher than both the North East average of 22% and the national average of 26.5%.

At GCSE, the proportion of top grades (9-7) was 59%, which is significantly higher than regional and national averages.

## Scholarships and bursaries

We are keen to widen access as much as possible, with means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area.

There are also academic scholarships available at 11+ and 16+ together with scholarships *in Music, Performing Arts and Sport*.



# ISI INSPECTION REPORT

Durham High School was judged 'Excellent' across all areas by the latest inspection carried out by the Independent Schools Inspectorate (ISI) in October 2022.

The school succeeded in fulfilling every standard examined during the Regulatory Compliance Inspection, where each standard is simply 'met' or 'not met': there is no evaluative judgement in the report beyond this.

This inspection includes the standards of the quality of education; the suitability of staff and those in contact with our pupils; the welfare of our young people and their moral, social and cultural development. We also met every requirement relating to the premises and the provision of information.

The key findings in the Educational Quality Inspection were:

**The quality of the pupils' academic and other achievements is excellent.**

- Pupils make excellent progress and achieve highly in both academic and other areas.
- Pupils' knowledge, skills and understanding are excellent across all

areas of learning.

- Pupils of all ages are excellent communicators who listen well and express themselves articulately both orally and in writing.
- Pupils demonstrate excellent study skills. Their attitudes to learning are outstanding and underpin the high levels of achievement throughout the school.

**The quality of the pupils' personal development is excellent.**

- Pupils display an extremely strong moral awareness and have a clear understanding of right and wrong.
- Pupils show outstanding levels of respect; they value diversity and demonstrate sensitivity and tolerance towards others.
- Pupils' social development is excellent; they collaborate extremely well in lessons and extracurricular activities.

*The Pupils at Durham High School are enthusiastic and ambitious learners, with a genuine desire to succeed..*

ISI Inspection Report, October 2022





# HOW TO APPLY?

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Please send a covering letter with your application (maximum 1 page) outlining reasons why you are suitable for the role and why you would be a good fit for our school community. Applicants are also to complete the application form, which is available from the school's website ([www.dhsfg.org.uk/vacancies/](http://www.dhsfg.org.uk/vacancies/)). We will accept CVs, in addition to the application form.

Your application should be addressed for the attention of the Headmistress and sent by email to: [enquiries@dhsfg.org.uk](mailto:enquiries@dhsfg.org.uk).

- Closing date for applications: 9 am Tuesday 27th August 2024.
- Interviews will be held week beginning 9th September 2024.

We reserve the right to change the closing date sooner than stated, subject to volume of applications.

## Safeguarding and Safer recruitment

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure .

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per The Government's 'Keeping Children Safe in Education ' document (September 2023) .

## Equal Opportunities

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.