

**Personal Assistant to the Principal  
Information Pack  
October 2018**



**Anglian Learning and Sawston Village College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Appointments will be subject to satisfactory references and an enhanced DBS check.**

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**Sawston Village College**  
New Road, Sawston, Cambridge, CB22 3BP  
Tel: 01223 712777 [www.sawstonvc.org](http://www.sawstonvc.org)  
11-16 mixed comprehensive academy, NOR: 1062  
Principal: Mr J P Russell

**Required as soon as possible**

## **PERSONAL ASSISTANT TO THE PRINCIPAL**

**Scale 6: £23,866-£25,463 pro rata plus market premium allowance**  
**Actual salary from £24,851**  
**37 hours per week, 43 weeks per year (term time plus 5 weeks)**

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are seeking to appoint a suitably qualified and experienced candidate to support the effective strategic and day-to-day management of the College by undertaking a high quality, professional, senior administrative role as Personal Assistant to the Principal. The role also involves supporting other members of the Senior Leadership Team, Chair and Clerk to the Governing Body, and acting as co-mentor to a group of pupils. This vacancy has arisen following the promotion of the current Personal Assistant to a new role within Anglian Learning.

You will have experience of working at senior executive level, with excellent secretarial skills. The ability to manage a varied workload, demonstrate initiative and maintain confidentiality is essential, together with the diplomatic skills required to represent the school in a positive and professional manner.

To find out more, please download an information pack and application form from our website at [www.sawstonvc.org](http://www.sawstonvc.org). For an informal discussion about the role, or to arrange a visit to the school prior to making an application, please contact Sarah Golding on 01223 712777. Applications must be submitted on our application form. CVs will not be accepted.

Closing date: Wednesday 17 October at noon

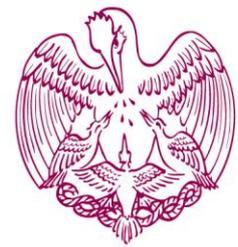
Interviews: Friday 2 November

***We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.***



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**Sawston  
Village College**

Principal: Mr J P Russell

Dear Applicant

### **Personal Assistant to the Principal**

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive.

Sawston Village College is a highly successful, inclusive 11-16 academy, in a beautiful part of south Cambridgeshire. Opened in 1930, it was the first purpose-built community college in England and we are proud of the fact that it is still heralded as a model for community education, with over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. Our core focus, however, is the achievement and wellbeing of our 1060 pupils and in this we are performing consistently amongst the very best schools in the country. In 2018, the College achieved well above national averages in the new GCSEs at all levels including 68% gaining grade 5+ in English and Maths and over a third of all grades at grade 7 or above. Academic success, of course, is only one measure and, as a Platinum Artsmark school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future.

This success is based upon the following key principles. Firstly, a firm commitment to the principle that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a belief in recruiting, developing and retaining the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, we know that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have high expectations and set high standards enabling staff and pupil to feel safe and happy.

Following the promotion of the current post holder to a new position within Anglian Learning, we have a vacancy for the key role of Personal Assistant to the Principal. On the one hand, the position involves supporting the Principal, Deputy and other senior leaders in their day-to-day routines, helping ensure the smooth operation of the College. However, the role is also strategic in nature, providing advice to the Principal, overseeing events and liaising with outside agencies to help promote and develop the school. The post holder will also undertake the role of co-mentor, working with a small group of young people to help build their aspirations and support their achievement.



We are therefore seeking to appoint a high-quality candidate with experience of working at senior executive level, who can take on a high degree of responsibility, demonstrate initiative and maintain complete confidentiality. There is a varied workload so the ability to prioritise and remain calm under pressure is essential. The successful candidate will also have the diplomatic skills required to represent the College in a positive and professional manner to all stakeholders, internal and external.

If this sounds like a tempting career move then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4, font size 11. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College no later than noon on Wednesday 17 October and interviews will take place on Friday 2 October. If you have not heard from us two weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal record form;
- notification of any relationship with any pupil, employee, governor or trustee;
- details of any child protection investigation that you may have been subject to;
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email;
- documentation to allow a DBS check to be undertaken
- evidence of your right to work in the UK
- original qualifications certificates

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. On the outskirts of Cambridge, we are also fortunate to be so close to a culturally iconic city with so much to offer for families and young people. Since starting at the school 13 years ago, it has been a privilege to see the school grow in confidence and reputation, thanks to the high quality of work that the school does for its young people and the community, and through the hard work of such a dedicated group of staff. As the new Principal, I am looking forward to the exciting opportunities ahead and hope that you feel inspired to join us.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Mr J Russell  
Principal

## Job Description

### Personal Assistant to the Principal



**Sawston**  
Village College

**Anglian Learning and Sawston Village College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**Site** Sawston Village College

**Grade** Scale 6

**Hours of work** 37 hours per week, 43 weeks per year, worked as follows:

Term time	38 weeks
Staff training days	1 week
Summer holidays	2 weeks
Easter holidays	1 week
Spring and Summer half terms	1 week in total

Core hours of work are 8.00 am to 4.00 pm Monday to Thursday,  
8.00 am to 3.30 pm on Fridays

**Responsible to** The Principal

**Job purpose** To support the effective strategic and day-to-day management of the College by undertaking a high-quality, professional, senior administrative role as Personal Assistant to the Principal, supporting the Chair and Clerk to the Governors and acting as co-mentor of a group of pupils

#### Main duties

- To provide an efficient, confidential secretarial and business support service for the Principal and, as required, the Deputy Principal, Director of Welfare and Inclusion and other members of the Senior Leadership Team
- To lead and organise a range of key administrative and strategic events
- To provide a positive, friendly, polite and sensitive interface between the Principal and parents, staff and pupils
- To organise the Principal's calendar, diary and day-to-day communications
- To liaise with outside agencies, educational establishments and other organisations on behalf of the Principal and, as appropriate, the Senior Leadership Team
- To manage and maintain confidential files
- To support the HR Officer with recruitment as required, including the organisation and preparation for interviews, and the creation of documentation.

- In conjunction with the HR Officer, to undertake DBS checks as required
- To provide advice and support for strategic decision-making
- To liaise with the College Finance Manager, HR Officer, Office Manager, and other relevant leaders to ensure the operations of the College are as efficient and effective as possible
- To be the main point of contact for all staff email communication
- To make recommendations for improvements in the learner, staff and visitor experience of the school's administrative and logistical operations

### **Support to the Chair of Governors and Clerk to the Governors**

To provide a support service for the Governing Body, to include:

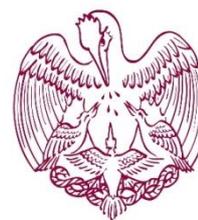
- Liaising between the Principal and the Clerk to establish agendas and ensure their timely issue
- Supplying information to governors on school matters as required
- Acting as liaison between staff and governors
- Organising governor election processes, in conjunction with the Clerk
- Undertaking any other duties as directed by the Chair of Governors

### **Other**

- To undertake shared pastoral responsibility for a mentor group as co-mentor
- To participate in training and other learning opportunities as required
- To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

## Person Specification Personal Assistant to the Principal



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Village College

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<b>Education</b>	<b>Essential</b>	<b>Desirable</b>
Educated to at least A Level standard	✓	
Relevant technical qualification, e.g. typewriting and/or word processing	✓	
PA, secretarial or administrative qualification		✓
School support staff qualification		✓

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Previous PA/secretarial experience working at senior executive level	✓	
Experience of working in a school or college context		✓
Project management experience		✓

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A high level of organisational ability	✓	
Ability to establish productive working relationships	✓	
Excellent communication skills enabling effective liaison with a wide range of stakeholders, including staff, pupils, parents, governors, the local community and external organisations	✓	
Able to converse at ease with members of the public, understand and interpret requirements accurately, by effective listening, questioning, clarification and recording of information. To provide advice in accurate spoken English.	✓	
Ability to learn quickly	✓	
Ability to work independently and as part of a team	✓	
Ability to prioritise and meet deadlines	✓	
Discreet and committed to maintaining confidentiality	✓	
Ability to lead and motivate others	✓	
A high level of literacy with the ability to proof-read and draft communications	✓	

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Highly skilled in a range of office applications, such as Google G-Suite (mail, sheets, docs, slides) and/or MS Office (Word, Excel, PowerPoint, Outlook)	✓	
Proficient in SIMS.net or other school management information system		✓
Flexibility in relation to tasks carried out	✓	
Willing to undertake further training as required	✓	
An interest in education	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	
Resilience	✓	
Good sense of humour	✓	
A sense of perspective	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationships with colleagues and children	✓	

## Application instructions and further information



**Sawston**  
Village College

<p><b>How to submit your application form and letter to the Principal</b></p>	<p>By post: for the attention of: Louise Rogers, HR Officer, Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP Enclose your application form and your letter to Mr Russell. Write the vacancy job title in the top left hand corner of the envelope.</p> <p>By email to: Louise Rogers, HR Officer, at <a href="mailto:jobs@sawstonvc.org">jobs@sawstonvc.org</a> Attach your application form and your letter to Mr Russell in pdf format or as MS Word documents, and include the vacancy job title in the subject line. Do not send hyperlinks or other file formats.</p>
<p><b>Privacy notice for job applicants</b></p>	<p>Please read our privacy notice for job applicants on our vacancies page <a href="#">here</a>.</p>
<p><b>Find us</b></p>	<p>Directions to the College can be found at <a href="http://www.sawstonvc.org/contact">www.sawstonvc.org/contact</a></p>
<p><b>Ofsted</b></p>	<p>Read our most recent Ofsted report at <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a> or <a href="http://www.sawstonvc.org">www.sawstonvc.org</a></p>
<p><b>Local housing</b></p>	<p>Search local housing at <a href="http://www.rightmove.co.uk">www.rightmove.co.uk</a> or <a href="http://www.cambridge-news.co.uk">www.cambridge-news.co.uk</a></p>
<p><b>Professional development</b></p>	<p>Sawston Village College is a member of:</p> <ul style="list-style-type: none"> <li>the Anglian Learning multi academy trust <a href="http://www.anglianlearning.org">www.anglianlearning.org</a> and</li> <li>CASSA - the Cambridge and Suffolk Schools Alliance <a href="http://www.cassateaching.co.uk">www.cassateaching.co.uk</a></li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>