

**The Langley Academy Secondary**

**Slough, Berkshire**

PA to Executive Principal/HR Assistant

Application Pack



Thank you for your interest in the PA to Executive Principal/HR Assistant at The Langley Academy Secondary.

**This pack contains:**

* Letter to candidates
* Details about the Sponsor and The Annabel Arbib Foundation
* Information about The Langley Academy Secondary
* Information about The Langley Academy Primary and the Parlaunt Park Primary Academy
* The job description and person specification

We hope that you find the pack informative and useful. If you do have any further questions, then please contact **Barbara Davies**

[barbara.davies@langleyacademy.org](mailto:barbara.davies@langleyacademy.org)

01753 214468

You can also visit our Trust website at www.langleyacademytrust.org

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Dear applicant

I am delighted that you are showing an interest in the PA to Executive Principal/HR Assistant position here at The Langley Academy Secondary. I want to set out the reasons why we think it is so exciting. The Multi-Academy Trust (MAT) encompasses The Langley Academy Secondary, The Langley Academy Primary and the Parlaunt Park Primary Academy. Our vision is to ensure we provide an outstanding education for every child in the Trust through high aspirations and quality learning through curiosity, exploration and discovery. By 2021, when The Langley Academy Primary has a full complement of year groups, we will have approximately 2,500 students and 350 staff working in the Trust.

All of the Trust’s member academies will have significant support through The Langley Academy Trust at HR, Finance and Premises level. The role of PA to Executive Principal/HR Assistant is to provide a highly professional secretarial service to the Executive Principal together with assistance in respect of HR matters.

One of the greatest qualities of the Trust is the Sponsors. Having worked with them since my appointment as Principal of The Langley Academy in April 2012, I cannot praise them highly enough. Annabel Nicoll as the Sponsor has boundless energy and enthusiasm all directed at giving youngsters a better life. As a result of her work, students here have quite simply been afforded opportunities that many young people elsewhere in the country just would not get. The successful applicant will be able to draw on this support and networking opportunity to develop their own career and importantly contribute towards bettering education for the young people across the Trust.

We are aspirational and want to be the best MAT in the country with each school rated outstanding as soon as possible. We believe the economies of scale, the cross-phase opportunities for students and staff development, the ability to respond to each other’s needs quickly and the ‘can do’ approach to everything we do, will make the working environment extremely exciting.

Please apply if you understand what we are trying to achieve and you would like to be a part of our journey.

Yours sincerely

Rhodri Bryant

Executive Principal

About the Sponsor and the Trust

**The Annabel Arbib Foundation** is a registered charity (number 296358) that supports the philanthropy of Sir Martyn Arbib and his daughter Annabel Nicoll. Sir Martyn set up the Henley-on-Thames based Perpetual Investment business in 1974 and established the Arbib Foundation in 1987. The Foundation has provided charitable donations and financial support to organisations and causes around the UK, with a focus on the Thames Valley. Sir Martyn Arbib, and the Foundation, took a leading role in establishing the River & Rowing Museum in Henley-on-Thames that opened in 1998 and attracts over 100,000 visitors per year. The Annabel Arbib Foundation continues to be the main sponsor of the educational side of the museum.

The principal beneficiary of the Annabel Arbib Foundation is The Langley Academy Trust in Slough. The Annabel Arbib Foundation is the sponsor of The Langley Academy Trust, which comprises The Langley Academy, Parlaunt Park Primary Academy and The Langley Academy Primary. Annabel Nicoll is Sponsor at The Langley Academy Trust.

In 2015 Sir Martyn Arbib retired as Chairman of The Arbib Foundation and his daughter Annabel took up the Chair and uses the Foundation, which has been renamed The Annabel Arbib Foundation, to support her own philanthropy continuing the focus on The Langley Academy Trust.

**The Langley Academy Trust** is a unique Trust that serves the young people of Langley, Slough and further afield. Our Trustees are a Board of interesting and experienced professionals who bring energy, enthusiasm and wisdom to their role. They share the ambitions of the Trust senior leaders to achieve the best possible outcomes for all children and students within the Trust.

**The Langley Academy** **Primary** is a three-form entry Free-School, sponsored by The Langley Academy Trust. It opened in September 2015 with 90 very excited Reception children and parents; the intake will grow year on year until it reaches capacity of 630 children in September 2021.

The Trust’s strong vision, high aspirations and determination to succeed in providing an outstanding education for children in the community are clearly evident throughout The Langley Academy Primary’s positive learning environment. Our supportive ethos, child-centred approach, rich curriculum based on first-hand experiences have ensured children are confident, independent learners, displaying Curiosity, Exploration and Discovery.

Although still in our early days, we have received very positive feedback from a DfE monitoring visit and the Local Authority Early Years Team. The visits confirmed the Trust’s review of the school and highlighted that the likely judgment in any future Ofsted inspection would be outstanding.

Throughout our growth period, under the guidance of The Trust and by working closely with Parlaunt Park Primary Academy, The Langley Academy Primary looks forward to shaping a new 21st Century Educational Experience.

**Parlaunt Park Primary Academy** was a popular school with recently modernised buildings that converted to a sponsored Academy within The Langley Academy Trust in September 2014.

Parlaunt Park Primary Academy caters for children between the ages of 3 and 11 years. The school was originally built in 1952 as a separate Infant and Junior School. The two schools were amalgamated in 1987 under one Headteacher. Major works were undertaken to enlarge its buildings following an expansion to a three- form entry school in 2009. The school has 635 children on roll plus a part time 39 fte Nursery provision.

The pupils come from diverse ethnic backgrounds which is typical for Slough, with the major groups being White British, Indian and Pakistani. There are smaller proportions of pupils from a wide range of other minority ethnic groups including Eastern European as well as a small group of Traveller children. The proportion of pupils with learning difficulties and/or disabilities is average. Just over a third of pupils speak English as an additional language. The proportion of pupils known to be eligible for free school meals is average. There is a breakfast and an after-school club.

Every child who attends Parlaunt Park Primary Academy is viewed as unique and treated as such. Children are encouraged to become independent thinkers with a love for life and learning Their enthusiasm is stimulated by dedicated staff members who share the ambitions of The Langley Academy Trust to motivate the pupils to be inquisitive and thoughtful learners who will go on to success at Secondary School and beyond.

Parlaunt Park Primary Academy has developed holistically since it joined the Trust in September 2014. The curriculum has been honed to reflect the learning needs of the children and the strengths of the staff. The wider curriculum is under review with both The Langley Academy Primary and Parlaunt Park Primary Academy embarking on an exciting journey over the next six years to map a new Primary curriculum and educational direction for the children encompassing first hand experiences, based on a thematic approach to learning and linked to visits and journeys and encompassing Museum Learning.

About The Langley Academy Secondary

The Langley Academy is housed in an iconic building, it specialises in Science, pioneers the use of museum learning and aims to become a centre of excellence for sports, notably rowing and cricket. We have won our first rowing competition on the water and we have several National and European indoor champions. We are the only state school that runs an MCC Foundation Hub to spot cricket talent in Slough. At the heart of our vision, The Langley Academy aims for the highest achievement for all and to provide a welcoming, imaginative and creative environment which enriches the lives of all involved. You will see this in our building. We aspire to instil traditional values and promote respect for other beliefs. The Academy strives to be at the forefront of Science education and has developed links with national and regional museums to add an external dimension to learning. We are proud of what we and our students have achieved and we are confident that we will continue to achieve high standards for all our students and our local community.

In our most recent Ofsted inspection in February 2013, The Langley Academy was rated “good with outstanding elements”. The Ofsted report states that:

The main reason why achievement is good is because the majority of teaching is typically good and sometimes outstanding, and it is well matched to the needs of most students. Students have outstanding attitudes to learning. Behaviour is excellent. Relationships throughout the academy are extremely positive and this ensures that the academy is a calm, purposeful environment in which to learn. The sponsors’ vision permeates all aspects of academy life and the Principal, Leadership team and those who lead subjects and house groups are relentless in driving improvement.

Overall our VA data for the years 2011/12, 12/13, 13/14 have all been sig+ with 9 out of the 18 KPI as sig+. We had a slight dip in 2014/15, although still above NA but we are now back up to 1023 VA with a progress 8 score of +.36 and 67% 5A\*-C including English and Maths. We now believe we would be judged as an outstanding academy. You will be able to find out more about our results and trends if you are invited for interview.

Job Description

**SALARY/GRADE**

JOB PURPOSE

To be PA to the Executive Principal and to be the HR Assistant for the academy providing an HR service within a supportive and effective framework. This includes responsibility for the delivery of operational advice and assistance to the academy across the full range of HR matters. This includes discipline, grievance, organisational change, TUPE, salary gradings, and local interactions with staff, as well as advice on the interpretation of personnel policy on matters such as recruitment, equal opportunities, early retirement, voluntary severance, and staff development.

### REPORTING TO

Executive Principal

**LIAISING WITH**

Executive Principal, Head of School, Primary Headteachers, Trustees, Directorate, Leadership Team, SENCO, Subject Leaders, Student Support Managers, Teachers and Support Staff, External Agencies and Parents.

**KEY FUNCTIONS**

* To support the Executive Principal by providing efficient, professional and confidential secretarial support, specifically diary management, preparation for meetings eg agendas and reports, minuting meetings where necessary, dealing with visitors, hospitality for events and other administrative support as required
* To support the Executive Principal in ensuring that academy staff are able to carry out their roles effectively and efficiently
* To support the Executive Principal in the recruitment and appointment of academy staff
* To act as HR Assistant for The Langley Academy, responsible for HR matters relating to all staff including disciplinary matters and leading the operation of the staff discipline, capability, guidance and welfare policies and systems
* To ensure that all academy staff and Trustees are cleared by the disclosure and barring service to work with children

**SPECIFIC RESPONSIBILITIES**

***The main responsibilities of the post are to:***

**PA to Executive Principal**

* Keep the diary of the Executive Principal
* Act as first point of contact for the Executive Principal, including telephone enquiries, receiving visitors and arranging hospitality, booking rooms, and serving refreshments
* Provide a Personal Assistant service for the Executive Principal, including clerical, administration and reprographics support, and booking events, courses and meetings as requested
* Open and distribute incoming mail, ensuring all relevant mail is brought to the attention of the Executive Principal
* Maintain personal correspondence and draft letters for approval by the Executive Principal
* Assist the Executive Principal with the planning and issuing of meeting agendas and take and publish minutes of these meetings
* Organise functions and meetings for the Executive Principal
* Obtain DCSF, OFSTED and other information and documentation and download internet material as required by Executive Principal
* Work to support the Executive Principal in the maintenance of good discipline and behaviour throughout the Academy
* Attend and participate in regular meetings and participate in training and other learning activities, as required

**HR Assistant**

* Advise the Executive Principal and Head of School on all HR matters
* Support the Executive Principal on the management of complex or high risk cases, such as employment tribunals, advising as to whether external legal or HR advice should be sought and identifying issues which may have wider implications for the academy, suggesting relevant policy or procedural changes
* Support the Executive Principal and Head of School on pay, expenses, sickness and maternity procedures, redundancy and other matters of dismissal
* To maintain sickness and annual leave records on all staff, ensuring staff complete the relevant paperwork and academy’s absence procedures as appropriate
* Advise the Executive Principal and Head of School on the need to comply with legislation concerning employment protection, equal pay, sex and race discrimination, disability rights etc
* Keep updated about HR matters through regular and frequent reading and attendance on relevant HR and legal courses as agreed
* Monitor employment legislation and keep up to date
* Ensure all HR queries, problems/complaints are dealt with in an effective and timely manner
* Co-ordinate and assist in the recruitment of all staff, drafting adverts, job descriptions and person specifications for The Langley Academy as required
* Draw up selection processes and procedures in liaison with the Executive Principal, making arrangements within the academy for lesson observation and other tasks as part of the selection process
* Contact applicants to invite them for interview, taking up references
* Check the employment history of all shortlisted applicants, ensuring that there are no unexplained employment gaps
* Give timely and supportive feedback to successful and unsuccessful candidates
* Draw up and issue offer letters and contracts of employment
* Prepare and amend contracts as required
* Manage the medical and Disclosure and Barring Service processes for new staff
* Ensure that all staff employed by the academy have the relevant job descriptions and contracts using the correct academy format
* Liaise with the Executive Principal to ensure that all staff have an annual statement of salary and that a copy is kept on staff files
* Maintain confidential staff records
* Ensure all personnel files and filing systems are up to date at all times
* Ensure exit interviews are conducted prior to an employee leaving the academy
* Keep accurate and up to date data on staff recruitment and turnover and produce reports for the Executive Principal
* Update any HR based policies on an annual basis
* Manage and monitor the working of HR policies, especially those covering staff discipline, competency, absence and sickness, grievance, pay and expenses
* Carry out return to work interviews as part of the attendance and absence procedures, making referrals to other agencies such as occupational health where needed
* Complete all starter, leaver and change of employment information in a timely manner
* Support, as appropriate, the staff professional development programme
* Liaise with the Vice Principal in planning staff induction programmes and training provision
* Create, update and distribute a staff Induction handbook containing details of academy procedures, routines and all policies
* Manage the staff wellbeing programme

**General Responsibilities**

* Contribute to the overall ethos/work/aims of the Academy
* Actively support and participate in the museum learning programme
* To attend academy events as required
* Participate in and support the performance management policy
* Be familiar with and to adhere to relevant parts of the Academy's Health & Safety policy
* Promote and safeguard the welfare of children and young people you are responsible for or come into contact with
* Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of, support and ensure equal opportunities for all
* Assist in the development of the Academy Improvement Plan
* Undertake other tasks as reasonably required by the Executive Principal or Head of School

Person Specification

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| **Qualifications, training and experience** | **Essential** | **Desirable** |
| Educated ideally to A Level standard but not less than Level 2 or equivalent in literacy and numeracy (GCSE Grade A – C or equivalent) | ✓ |  |
| SIMS training as appropriate |  | ✓ |
| Intermediate ICT training in Microsoft programmes | ✓ |  |
| Office and Administration experience | ✓ |  |
| HR qualification as appropriate |  | ✓ |

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| **Professional Knowledge & Understanding**  The successful applicant will need to demonstrate knowledge and understanding of: | Essential | Desirable |
| Secretarial skills at a high level, including excellent minute taking | ✓ |  |
| Ability to communicate with all levels of staff in confident, calm and professional manner | ✓ |  |
| Excellent literacy | ✓ |  |
| High organisational skills | ✓ |  |
| Good ICT skills including Word, Excel and other Microsoft | ✓ |  |
| Ability to manage workload and priorities | ✓ |  |
| Experience of dealing with sensitive and highly confidential information | ✓ |  |
| Ability to respond to a wide range of enquiries | ✓ |  |
| Knowledge of school systems and procedures |  | ✓ |
| Flexible and adaptable, and able to work using own initiative | ✓ |  |
| Understanding of HR matters | ✓ |  |
| Good records maintenance skills, including information retrieval | ✓ |  |
| Good working knowledge of SIMS |  | ✓ |

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| **Personal Qualities and Skills**  Ideally, we are looking for someone who: | Essential | Desirable |
| Person of integrity | ✓ |  |
| Has a cup half full approach | ✓ |  |
| Ability to maintain confidentiality | ✓ |  |
| Ability to remain impartial | ✓ |  |
| Is sympathetic to the needs of the school community | ✓ |  |
| Have an openness to learning and change | ✓ |  |
| Have a positive attitude to personal development and training | ✓ |  |
| Have good interpersonal skills | ✓ |  |
| Is a good role model for students | ✓ |  |
| Has passion and believes that every student can succeed | ✓ |  |
| Is energetic, creative and enthusiastic | ✓ |  |
| Is co-operative, flexible and responsible | ✓ |  |
| Is reliable, well organised and committed to high standards | ✓ |  |
| Is patient, optimistic and has a fantastic sense of humour | ✓ |  |
| Is able to prioritise | ✓ |  |
| Is punctual, with a smart appearance | ✓ |  |
| Has a good telephone manner | ✓ |  |

How to apply

**Please send your completed application to:**

Barbara Davies

The Langley Academy Trust

Langley Road,

Langley,

Berkshire, SL3 7EF

**or email it to:**

[barbara.davies@langleyacademy.org](mailto:barbara.davies@langleyacademy.org)

**Closing Date:**

**Friday 2 December, 2016 @ 12:00**

**Interview Date:**

**Thursday 8 December 2016**

*References will be sought when we shortlist. Your application will be treated in the strictest confidence*

*The Arbib Foundation and The Langley Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Funding Agreement and subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure & Barring Service (DBS) check. LAT is an equal opportunities employer.*