



Information Pack

PA to Principal

Oasis Academy Silvertown



13 November 2017

Dear Applicant,

Thank you for your enquiry regarding the position of **PA to Principal**.

Oasis Academy Silvertown is a successful secondary academy in the Royal Docks area of East London. Oasis Silvertown received its first Ofsted Inspection in May 2017 and were delighted to be awarded "good" with **3 "outstanding" judgements for Leadership and Management, Personal Development, Behaviour, Welfare and Student Outcomes**. We have an ambitious mission statement for all our students: Ready for University. Ready to Lead. Our mission is underpinned by our core values, which staff and students hold: Be proud, be professional, be nice, be independent, and be resilient. We are seeking an exceptional leader with untiring dedication, positivity and initiative to assist in the further development and growth of our Academy.

This is an exciting opportunity to become part of a high performing team who are passionately committed to securing the best possible life chances for the young people of Silvertown. This role will require huge amounts of resilience, perseverance for the long haul and a constant drive for innovative excellence. However, this is also a role that will be incredibly rewarding and will offer exciting progression for the future.

If you would like to apply, please complete the Application Form (CVs are not accepted). Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you would like to know more about OAS, please see our website <http://www.oasisacademysilvertown.org> and [twitter](#) page.

If you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.



Please be aware that the deadline for this role is 5.00 pm on Monday 27th November 2017. Completed forms should be returned to Sandy Aurokium, Operations Manager.

Email: recruitment@oasissilvertown.org

Post: Sandy Aurokium
Oasis Academy Silvertown
Rymill Street
London E16 2TX

Interviews for this role will take place during the week commencing Monday 27th November.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely,

Johanna Thompson

Principal



Job Description

POST:	PA to Principal and Leadership Team
RESPONSIBLE TO:	Principal
RESPONSIBLE FOR:	Day to day organisation of the academy Administration Team and providing PA support to the Principal.
KEY RELATIONSHIPS:	Academy Leadership Team; Heads of Faculty; relevant teaching and support staff; LA representatives; Academy Council members; other Oasis Academies and Oasis Community Learning central staff
SALARY:	SCP 25-29 (£24,510 – £27,801 Outer London) Pro Rata + Government Pension Scheme.
LOCATION:	Oasis Academy Silvertown.
WORKING PATTERN:	37 hours per week
DISCLOSURE LEVEL:	Enhanced
JOB PURPOSE:	

To support the Operations Manager with the establishment and maintenance of effective systems and processes, to ensure the effective start up and running of the Academy

To support the Operations Manager in the day-to-day organisation of the academy administration team which has responsibility to wide ranging tasks in support of the academy's administrative functions and interface with the public

To provide a high standard of secretarial and administrative support to the Principal and Leadership Team and be the first point of contact with people inside and outside the organisation

SPECIFIC RESPONSIBILITIES:

Responsibilities

- To establish and maintain effective systems and processes to support the effective running of the academy (including student files, attendance and punctuality records, correspondence and reporting to parents).
- To interface with academy visitors, parents and the public by phone, email and in person, ensuring that effective communication channels are maintained between academy staff and external parties.
- To manage the public email addresses into the academy and ensure the relevant dissemination of information.
- To ensure the office complies with Health and Safety policy at all times.
- To provide support for key Academy events including open evenings and other events attended by parents.

Line Management

The postholder will not have direct Line management responsibility, but will be required to support and/or train junior colleagues as well as deliver instructions to staff from time to time on behalf of the leadership team.

PA Support to the Principal and Leadership Team

- To provide support to the Principal and Leadership Team in a full administrative capacity, including:
 - Screening telephone calls, enquiries and requests and handling them appropriately, either through responding directly or referring them to the Principal;
 - Organising and maintaining the principal's diary;
 - Dealing with incoming mail, emails, faxes and post, ensuring the effective distribution of all incoming and outgoing post, including whole academy postings
 - Producing letters, documents. Briefing papers, reports and presentations, taking dictation and minutes as required;
 - Welcoming, looking after and providing hospitality for visitors
 - Organising and attending meetings as required, ensuring the Principal is well prepared for them;
 - Liaising with OCL, the Academy Council, parents, other staff and stakeholders; ○ Organising and storing paperwork, documents and computer based information; ○ Arranging travel and accommodation
 - Building good constructive relationships with students, which engender respect for the delegated authority

- Maintain, monitor and update both the official and unofficial complaints register ensuring all parties concerned are kept informed and updated within the prescribed timescales as set out in the Academy Complaints Policy;
- Organise, attend and minute all Permanent Exclusion/Appeals hearings, liaising with all relevant parties including the Academy Council panel, SLT, parents and LA representatives;
- Carry out any other duties as directed by the Principal commensurate with the level of responsibility of the post.

HR

- To take responsibility for the Single Central Record ensuring that it is kept up to date at all times and that all rules and regulations are followed appropriately
- To take responsibility for HR administration in the academy, undertaking duties across a range of activities including recruitment and selection from advertisement through to appointment, data management reporting, compliance and general HR administration.
- To take responsibility for all safeguarding requirements with regards to new staff.
- Maintain, updating and ensuring confidentiality of all staff files.
- To provide induction training for all new support staff.
- To work closely with the Leadership Team and trust on specific HR issues and to undertake minute taking at HR meetings as required.
- Responsible for all pre-employment checks such as:-
 - DBS/Prohibition/Barring checks
 - Reference requests
 - Right to Work Checks
 - Medical Checks
 - Risk Assessments if no reference or DBS in place

Payroll

- Ensure data entry is processed accurately throughout the month to meet agreed deadlines for key milestones such as monthly pay runs. Including all starters, leavers, changes and relevant deductions for both the payroll and pensions schemes.
- Ensure accurate payments are made for salaried, hourly paid and pensioners payrolls on a monthly basis.
- Ensure all staff expenses are processed in a timely manner every month.
- Acting as first point of contact in payroll and dealing promptly with client/employee issues/concerns to satisfactory resolution.
- Processing absence data on a monthly basis sickness absence, other absence, jury service, compassionate leave, maternity, patterning, in line with the relevant policy in place.
- Working closely with Finance to ensure the efficient running of the payroll service which align to Finance processes and procedures. Including hourly paid employees.
- Participate in regular meetings with key contacts in Finance to ensure the efficient running of the payroll service which align to Finance processes and procedures.

- Provision of efficient prompt administrative service to ensure the smooth running of the payroll & pension deliverables. Including filing, photocopying, data input, invoice processing, production and distribution of necessary publications, documents, reports, and statistics.

Other

- To undertake professional development and training activities as appropriate.
- To attend staff meetings, development days and other meetings as directed by Senior Leadership Team.
- To respect confidentiality at all times.
- To act in accordance with the Equal Opportunity Policy, Health and Safety Policy and confidentiality guidelines.

Health and Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Oasis Community Learning Health and Safety policy, departmental policies and codes of practice.

Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.



OTHER:

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

The postholder may be required to work some hours after school and evenings in order to support events attended by parents.

Time will be given in lieu as appropriate taking consideration the needs of the school.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

PA to the Principal/ Office Manager Person Specification

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE/ O level grade C English and Maths Evidence of Enhanced DBS Clearance Right to work in the UK 	<ul style="list-style-type: none"> A Level or other Post 16 educational qualifications Typing / shorthand qualifications HR training

Experience, Skills and knowledge	<ul style="list-style-type: none"> • Successful experience of working in an office environment or similar • Experience of leading or supervising a team. • Experience of running effective administration and clerical systems • Aptitude to develop knowledge of the role within an educational environment • Ability to develop effective working relationships with children, colleagues, parents/carers and agencies at an appropriate level to achieve understanding and constructive response. • Good numeracy and literacy skills • Highly computer literate, in particular skills using Word, Excel, Outlook and Powerpoint. • Excellent organisational. 	<ul style="list-style-type: none"> • Experience of working effectively in a learning/child care setting. • Experience of effectively working with the public students/ community environment/customer focused environment • Proficient in the use of school information management
Personal Qualities	<p>Prioritisation and time management skills.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A high level of attention to detail. <input type="checkbox"/> Excellent written and oral communication skills. <input type="checkbox"/> High level of discretion and confidentiality <input type="checkbox"/> Good interpersonal skills 	

	<ul style="list-style-type: none"> <input type="checkbox"/> Flexible, adaptable and positive attitude to working in a busy office environment. <input type="checkbox"/> Calm, caring and patient. <input type="checkbox"/> Highly organised. <input type="checkbox"/> An enthusiastic and effective team player. <input type="checkbox"/> Understands the importance of confidentiality and discretion. <input type="checkbox"/> Reflective and able to take on and learn from feedback Commitment to <input type="checkbox"/> safeguarding and promoting the welfare of children and young people. Willingness to undergo <input type="checkbox"/> appropriate checks, including enhanced DBS checks. <input type="checkbox"/> Motivation to work with children and young people. <input type="checkbox"/> Ability to form and maintain appropriate relationships and personal boundaries with children and young people. <input type="checkbox"/> Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline <input type="checkbox"/> Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. 	
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