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**PA to Principal and SLT**

**Application Pack**

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**Welcome to Rivers Academy West London**

Thank you for your interest in the role of **PA to the Principal and SLT** at Rivers Academy West London. We are currently seeking to appoint an enthusiastic and committed person with strong administrative skills to join our Operations Team.

The **PA to the Principal and SLT** will be a key member of the Rivers Academy team and will be responsible for providing excellent customer care as well as the ability to handle confidential information with the utmost integrity.

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students’ aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Aspirations Academies set high standards both academically and in our expectations for behaviour, and we reach them! We always expect children to do their best both in their learning and in their social interactions in the playground and around the academies. It is our aim that every single one of our students leaves us with increased confidence, resilience and skills to tackle the next stage of their education or enter employment effectively.

We thoroughly enjoy working with our children each day. We value them as individuals and take every opportunity to celebrate their strengths and successes, be it in their relationships with others, on the sports field or in their learning. Children thrive in our caring, supportive and sensitive environments and we offer each child security, happiness and pride in their achievement. This can also be said for the staff working in the Aspirations Academies.

Learn more about Rivers Academy at [www.rivers-aspirations.org](http://www.rivers-aspirations.org) and Aspirations Academies at [www.aspirationsacademies.org](http://www.aspirationsacademies.org)

Application forms are also available on our vacancy section of our website at [www.rivers-aspirations.org](http://www.rivers-aspirations.org)

**Please note CV only submissions are not accepted.**

Please send completed applications to: [hr@rivers-aspirations.org](mailto:hr@rivers-aspirations.org)

Closing date for applications: **1 p.m. on Wednesday 30 May 2018**

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| **Job Description** | |
| **Post Title:** | PA to the Principal and SLT |
| **Salary/Grade:** | Scale 5 to Scale 6 points 22 to 28 £22,956 - £27,342 |
| **Academy:** | Rivers Academy |
| **Reporting To:** | The Operations Manager and Principal |
| **Disclosure Level:** | Enhanced |
| **Hours of Work:** | 36 hours a week, all year round. 07:45hrs start required. Given the Academy operating hours you will be expected to work the hours to meet the demands of the post during term time. |
| **Leave:** | Annual leave is 24 working days for a full year, based on a 5-day working week in addition to Bank/Public Holidays. Rises to 29 days after 5 years. |
| **Core Purpose:** | |
| To provide an efficient and high quality administrative support service, to the Principal and members of the Senior Leadership Team to enable them to carry out their roles effectively and efficiently ensuring the smooth day to day operation of the Academy. | |
| **Main Duties:** | |
| **Administration and Support to the Principal/SLT**   * To provide a support service to the Principal and Senior Leadership Team in relation to correspondence, reports, appointments, agendas, minutes, policies and the composition of replies to non-contentious letters. * To receive the Principal’s telephone calls and any visitors requesting to see the Principal. Answer routine queries as appropriate and refer more complex or sensitive matters to the appropriate member of staff or Principal. * To receive, open and organise the Principal’s mail and take appropriate action e.g. re-routing, responding and passing to appropriate staff for action. * To act as the first point of contact for all complaints about the Academy, give advice to complainants about procedure, and maintain records for complaints. * To act as the point of liaison with Governors by phone, email and in person. * To manage the Principal’s diary for all appointments and meetings, ensuring a manageable schedule is maintained and the diary is up-to-date. * To provide a daily diary and documentation for the Principal and maintain an overview of approaching deadlines * To undertake routine tasks as required by the Principal. * To set up and maintain manual and computerised filing systems for various records. * To maintain an exemplary professional environment at all times. * To ensure that all visitors for the Principal/SLT are welcomed and catered for in a professional manner, organising refreshments as appropriate. * To collate and prepare information for meetings attended by the Principal. As directed, arrange meetings, attend meetings, take minutes and circulate minutes as appropriate. This can include among others Senior Leadership Team meetings, exclusion panels, capability/disciplinary meetings. * To support the Principal/SLT with the production of materials, including the school prospectuses, forms and induction information is completed in accordance with agreed deadlines. * To be able to proofread documentation on behalf of the Principal and make amendments or suggestions as necessary. * To track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the Principal informed as appropriate. * To ensure all correspondence to the Principal is managed efficiently and accurately. * To type up, disseminate and file all agendas and minutes for meetings involving the Principal. * To provide support as required to ensure the Academy’s website is reviewed and kept up to date with required information. * To support the appropriate members of the SLT to ensure the planning and updating of the Academy Calendar is maintained accurately.   **Collation and Circulation of Information**   * Ensure that information from the Principal is forwarded to appropriate staff in the Academy in a timely manner. * To liaise with Academy Governors to ensure paperwork for meetings has been circulated and enquiries are dealt with. * Complete any ad hoc reports for Governors meeting as required. * To support the organisation of Governors visits to the Academy. * To deal with any enquiries from Governors in the first instance. * To collate any correspondence for Governors and forward as appropriate. * To liaise with the Governors to ensure that all relevant paperwork and correspondence is efficiently managed. * To manage and disseminate notes from staff briefing.   **Support for HR Processes and Files**   * To support staff where appropriate on Academy procedures, to arrange meetings and maintain the necessary records * Collating and filing the performance appraisal documentation on behalf of the SLT. * To support the Principal and SLT in managing all aspects of staff recruitment and staff induction processes for new staff, this includes advertising for staff, processing job applications, requesting references and arranging interviews * To manage appointments process, this includes initiating DBS, List 99, Medical and reference checks. * Completing documentation for contracts and details for payroll and HR. Sending out offer letters and chasing any outstanding documentation. * To maintain accurate and up to date staff sickness records and prepare reports to the Principal/SLT as required. * To minute meetings accurately as required. * To organise confidential staff files and maintain them in an orderly manner. * Responsible for accuracy and maintenance of the Academy’s Single Central Record. * To direct staff to the correct source of information regarding any of the Academy’s policies. * To support the Principal and SLT with all aspects relating to staffing matters and the administrative processes related to performance management. * To be responsible for recording and maintenance of staff data and the production of accurate reports, e.g. absence and performance management monitoring and recording. * Dealing sensitively with all issues in the course of duties in particular those relating to Personnel and ensuring that confidentiality is preserved at all times.   **Other Duties**  To assist in promoting the Academy and Trust to different audiences and raise the profile within the local community.   * To provide general advice and guidance to staff, pupils and others. * Organising and planning student events which may require travelling to other venues and working additional hours including evenings and weekends. * Presenting a personal, efficient and friendly image and providing a high standard of service at all times. * To offer support to the Operations team in order to ensure that deadlines are met as required. * Promote good communications both within the Operations team and between the Operations team office and the rest of the Academy and its stakeholders. * Providing cover for the other members of the Operations team as required. * As required, to administer first aid, after having completed the relevant first aid training and, in the event of an accident, to contact parents, hospital and such like. To undertake training for administering first aid where required. * To help develop and support a safe, secure and healthy environment within the Academy as a whole, undertaking duties at lesson change over and break times. * Undertake a range of other administrative tasks/duties as required to ensure the smooth and efficient running of the Academy’s administration functions, including overseeing and prioritising the work of the other administrative staff in the absence of the Operations Team Leader.   **General Responsibilities**   * To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need. * To be available to assist and undertake break duties. * To participate fully in Staff Appraisal according to the Academy requirements. * To participate in training and other learning activities and performance development, as required. * To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy. * To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act. * To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures. * To contribute to the overall ethos/work/aims of the Academy and the Trust. * To appreciate and support the role of other professionals. * To recognise own strengths and areas of expertise and use these to advise and support others. * To respond to requests in a timely manner and in line with set deadlines. * To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | |

**Person Specification**

Assessed by application (A) Assessed by the recruitment process (R)

| **Criteria** | **Essential** | **Desirable** |
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| **Qualifications and Education** | | |
| A good standard of education, e.g. 5 GCSEs at A\*-C including English and Maths, or equivalent. | A |  |
| **Experience** | | |
| Experience in secretarial and administration duties. | AR |  |
| Experience of developing and implementing administrative systems. | AR |  |
| **Skills and Abilities** | | |
| Excellent customer service and communication skills. | R |  |
| Discretion, loyalty, commitment, patience and firmness. | AR |  |
| Ability to work effectively within a team. | AR |  |
| Strong interpersonal skills to work with staff at all levels. | AR |  |
| Proven evidence of ability to work calmly and professionally under pressure. | AR |  |
| Ability to use initiative, organise and prioritise. | AR |  |
| High level of computer literacy in all MS Office packages. | R |  |
| Ability to identify and implement improvements in existing systems. | AR |  |
| High level of accuracy in written work and data entry. | AR |  |
| Flexible, proactive, positive approach to work, including the ability to understand and anticipate the Principal’s requirements. | R |  |
| Ability to demonstrate a high level of trust and integrity and deal sensitively and appropriately with confidential, personal information. | R |  |
| **Knowledge** | | |
| Knowledge of child safeguarding procedures. |  | R |
| Experience of working in education or similar environment. |  | R |

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students’ aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

The Aspirations Academies Trust in England benefits from QISA’s (The Quaglia Institute for Student Aspirations) remarkable record of more than 30 years of research and experience working with students, educators, and schools.

Aspirations is the ability to dream about the future while being inspired in the present to reach those dreams. The Aspirations Academies Trust was set up in England with the vision to combine the thirty years of educational research by Dr. Russ Quaglia on student aspirations with effective and innovative school improvement techniques in order to create truly outstanding schools that would fully prepare students to succeed in this exciting world.

Central to the philosophy of the Aspirations Academies Trust is the innovative Aspirations Framework developed by the Quaglia Institute for Student Aspirations (QISA) which outlines the belief that for all students to have high Aspirations, three Guiding Principles must be present: Self‐Worth, Engagement, and Purpose. These Guiding Principles direct the development of educational experiences from the individual classroom to the entire school building. The Three Guiding Principles, in turn, are lived out through 8 Conditions that emphasise relationships, active and engaging teaching and learning, and a sense of responsibility over one's own aims and goals.

The 8 Conditions are: Belonging, Heroes, Sense of Accomplishment, Fun & Excitement, Curiosity & Creativity, Spirit of Adventure, Leadership & Responsibility & Confidence to Take Action. Students who have high aspirations believe in themselves, are meaningfully engaged in their learning and the life of the school and work with intention toward their goals.

Our Aspirations Academies have a commitment to make certain that all young people achieve their fullest academic potential and become responsible citizens. To achieve this goal we are dedicated to promoting and putting into practice the Three Guiding Principles and 8 Conditions that foster student aspirations. Each Academy strives to ensure that all students have the opportunity to discover and appreciate their endless promise for a successful future.

The Aspirations Academies Trust considers that its beliefs and principles are applicable and effective with students from age 3 to 18. Each stage of a child’s education is extremely important ‐ pre‐school, primary and secondary ‐ and should, where possible be coherent across the phases of education in the practice of developing the principles and conditions central to the beliefs and aims of the Aspirations Academies Trust. For this reason, we support primary, secondary and, where possible, all through (Ages 3‐18) academies.

At whatever stage a child joins an Aspirations Academy, whether it is at the age of three or sixteen, the aim is to provide each individual child with the best possible life chance. This is done through the achievement of the highest level of qualifications, the development of skills essential to success in an interconnected and highly competitive world, as well as encouraging the highest aspirations, expecting every student to gain a place at university or enter skilled employment.

**The Aspirations Academies Trust Ethos**

*‘To be able to dream about the future, while being inspired in the present to reach those dreams'*

- Dr. Russell J. Quaglia



**Safer Recruitment Procedure**

The AAT is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

**Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

**Shortlisting**

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

**Interview**

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

**Reference checking**

At least two references will be requested, normally from the previous and current employers. These may be contacted before the interview and in all cases before an offer of appointment is confirmed.

