

HEAD'S PERSONAL ASSISTANT AND HR LEAD | CANDIDATE INFORMATION



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Letter from the Headteacher

February 2018

Dear Candidate,

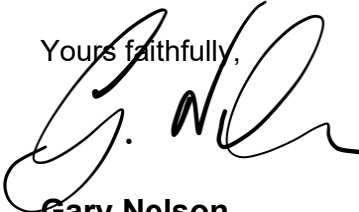
Thank you for your interest in the post of Headteacher's PA and HR Lead at Wapping High School. I look forward to appointing a professional and talented individual to work with us in fulfilling this critical function in our innovative and enterprising school. School life places many demands on us, so the successful candidate will need an approach that focuses on our stakeholders, together with highly developed communication, interpersonal, organisational and ICT skills.

Wapping High School is unique in every way, with versatile open learning spaces, innovative education models and the latest technologies brought together to enable our students to achieve at the highest personal and academic levels. The School aims to provide a 21st century learning environment that produces confident, outward-looking and caring young people equipped to take on the challenges of further education and work. The contributions of all staff are central in creating this supportive and aspirational culture.

As a member of the support team, you will work with colleagues who are committed to excellence in all aspects of school life.

If the opportunity to join our successful staff team excites you and you have the qualities required, I look forward to hearing from you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'G. Nelson', written over the words 'Yours faithfully,'.

Gary Nelson
Headteacher



Wapping High School is an ambitious community-driven school that is bringing an inspiring and engaging education to students in East London. Located in an area of significant diversity and challenge, the school aims to deliver better outcomes and broader horizons to young people. The school focuses on Personalised Learning, tailored to the abilities of every student. The core curriculum sits alongside a diverse Enrichment Programme, which motivates students and draws out hidden talents.

The context:

Wapping and Shadwell are home to eight well-supported primary schools, attended by around 2,000 pupils drawn from a genuinely mixed community. Historically, on reaching the age of 11, many of these children had no obvious secondary school to go to; a significant number of families moved out of the area each year as a result of this lack of provision. To meet the needs of the local community the Wapping and Shadwell Secondary Education Trust set up Wapping High School in 2012, a co-educational Free School for children aged 11-16.

We are committed to:

- Encouraging students to develop inquiring minds with a life-long love of learning;
- Delivering strong academic results for a sound economic future;
- Providing students with the skills necessary to be digital leaders;

- Producing confident, polite and socially responsible young adults;
- Creating a school which is environmentally sustainable and financially secure; and
- Strengthening community cohesion.

This is achieved by:

- Raising aspirations for, and having high expectations of, both students and staff;
- Recognising that the teachers are the school's principal asset; they are supported, rewarded and motivated; and
- Strengthening community cohesion

This is achieved by:

- Raising aspirations for, and having high expectations of, both students and staff
- Recognising that the teachers are the school's principal asset and ensuring they are supported, rewarded and motivated;

- Being a small school — the child that is known best learns best;
- Being a digital school, embracing all the benefits that technology brings to education;
- Providing an exploration of civics, society and ethics to create socially engaged young adults with a strong sense of personal responsibility;
- Constantly aspiring to innovate and seek new ways to improve learning;
- Having a student-centric outlook that puts the needs of students first;
- Providing opportunities for children to take risks and learn from mistakes in a safe, supportive and caring environment;
- Integrating parents into the learning provision and culture through the use of innovative technology; and
- Having an open admissions policy in line with our inclusive and personalised ethos.

Vacancy Advert

Job Title: Head's Personal Assistant and HR Lead
Salary: £26-34,000, dependent upon experience
Contract: Permanent
Hours: Full time (40 hours per week, 25 days leave per annum)
Start Date: 26 February 2018 onwards

- **Are you interested in working in a dynamic and innovative school as part of a developing support team?**
- **Do you have the experience and drive to support at senior level to bring about success for all students?**
- **Can you set-up and operate systems and processes for effective, stakeholder-focused communication and school-wide organisation?**

We are seeking to appoint an enthusiastic individual to provide professional, stakeholder-focused support to our Headteacher.

What you will do:

- Provide pro-active, tactful and confidential support to the Headteacher, working alongside the School's other staff and stakeholders as necessary to achieve the aims set out in the School Development Plan;
- Manage several email inboxes and diaries including the whole-school calendar;
- Undertake the role of HR Lead, overseeing the end-to-end recruitment process for teaching and support staff as necessary, and ensuring the School remains compliant with regard to all HR-related matters including maintenance of the Single Central Record and submission of the annual School Workforce Census.

What you will definitely have:

- A desire to work in an environment with 11-16 year-olds, and to make a positive difference to their learning;
- An organised, conscientious, team-orientated and supportive disposition;
- Experience of providing administrative support to senior members of staff;
- The demonstrable ability to flexibly and constantly multi-task and re-prioritise in a busy and complex working environment;
- The ability to relate to, and communicate appropriately with, a wide range of diverse stakeholders; and
- A high level of written and spoken English.

In addition, experience of working in a school and in HR would be highly desirable, as would experience with using Capita SIMS.net.

To apply, please visit <http://www.wappinghigh.org/careers/> to download the candidate's pack and an application form for support staff. Completed application forms should be emailed to recruitment@wappinghigh.org. Please note that Wapping High School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share in this commitment. Any successful candidate will be subject to an Enhanced Disclosure and Barring Services checks.

Job Description: Headteacher's PA and HR Lead

About the role

Job Title:	Head's Personal Assistant and HR Lead
Salary :	£26-34,0000, dependent upon experience
Hours of Work:	Full time (40 hours per week, 25 days leave per annum)
Accountable to:	Headteacher

Job purpose: To provide executive secretarial and organisational support to the Headteacher.

Key Tasks:

Secretarial

- Provide confidential and professional secretarial administrative support to the Headteacher;
- Screen and respond to telephone calls, visitors and correspondence on behalf of the Headteacher;
- Maintain the Headteacher's diary, arranging travel and appointments as necessary;
- Draft appropriate outgoing correspondence and school documents that are the direct responsibility of the Headteacher;
- Arrange meetings and take minutes as appropriate (minute-taking experience, and the ability to work quickly and independently will be important here);
- Maintain accurate filing and storage of documents, both on- and off-line; and
- Ensure that matters arising from meetings are dealt with within the agreed timescales, liaising with internal and external stakeholders, and diarising as necessary.

Organisational

- Collate and prepare relevant information for key documents e.g. Headteacher's report to governors and the School Development Plan;
- Provide a high-quality reception and hospitality to the Headteacher's visitors and those seeking to communicate with him;
- Ensure the Headteacher is briefed for all meetings and the relevant minutes and documentation are readily available beforehand;
- Support the Headteacher in the organisation and detailed planning of special events as needed;
- Maintain school records that may be examined upon inspection, especially the Single Central Record; and
- Prepare reports and reply to requests for information from all stakeholders as required.

Human Resources Lead

- Undertake the recruitment process for teaching and support staff;
- Manage, produce and obtain documentation relating to the recruitment of teaching and support staff, including references, job descriptions, person specifications, Enhanced DBS checks, letters of offer and staff contracts;
- Liaise with the School Business Manager to ensure the staff records and files are maintained as required by statute and recommended best practice;
- Oversee and organise staff inductions, exit questionnaires and appraisal processes, working with other members of the Support Team as necessary;

- Track CPD requests, avoiding conflicts in staff absence, obtaining relevant authorisation, arranging cover with the Cover Manager, and supporting the Senior Assistant Headteacher with oversight of CPD;
- Produce termly staff absence reports and others related to HR matters as requested;
- Minute meetings related to personnel matters, maintaining confidentiality at all times;
- Complete Safer Recruitment training (if necessary) and implement its requirements as needed, producing a Safer Recruitment audit on an annual basis as part of the Headteacher's report to the governing body;
- Maintain up-to-date staff information on the Personnel package of SIMS;
- Complete the annual School Workforce Census; and
- Ensure that all necessary HR processes are followed through efficiently and achieved to a high standard.

Governance and Leadership Support

- Support the Head in the active forward planning, management and follow-up of leadership team meetings and projects; and
- To support the Chair of Governors and the Headteacher with governance-related matters, including: ensuring the School's policies and procedures are kept up to date, maintenance of the governors' area of the School's website and deputising as Clerk to the Governors when necessary.

Other

- Assist with, or manage, ad-hoc projects from conception to completion, monitoring schedules, budgets and project targets, and ensuring systems are in place with sufficient time to meet deadlines;
- Accept reasonable flexibility in working arrangements and the allocation of duties in agreement with the Headteacher;
- Work in compliance with the staff codes of conduct, regulations and policies of the School; and
- Promote the safeguarding and welfare of children and young people.

This job description is reviewed on an annual basis.

Person Specification: Headteacher's PA and HR Lead

Area	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Five GCSEs at A–C, including mathematics and English 	<ul style="list-style-type: none"> • Level 3/A-level qualifications • Secretarial qualifications • First aid qualification or willingness to undertake training 	Application
Professional Development	<ul style="list-style-type: none"> • Evidence of continuing professional development, including an awareness of current and developing technologies 		Application and interview
Experience	<ul style="list-style-type: none"> • PA or senior secretarial experience • Developing, managing and operating administrative systems 	<ul style="list-style-type: none"> • Experience within an education environment • Experience in HR • Minute-taking experience 	Application form, interview and references
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent ICT and keyboard skills • Thorough knowledge of Microsoft Office • The ability to research, access and obtain information • Highly developed organisational skills • Experience of prioritising workloads to meet deadlines • Excellent interpersonal and communication skills, both oral and written 	<ul style="list-style-type: none"> • Touch-typing and/or shorthand skills • Knowledge of Google Apps 	Application, interview tasks and references
Personal Qualities	<ul style="list-style-type: none"> • Flexible attitude, with the ability to rapidly adapt and re-prioritise as needed; • Work independently, as well as part of a team; • Work creatively and take initiative where appropriate; • Deal with confidential and sensitive information discreetly and with integrity; • Focus on stakeholders, with a particular empathy with young people; • Calm under pressure; • Attention to detail; a high degree of accuracy; and • Sense of humour. 		Application, interview tasks and references

Application Process

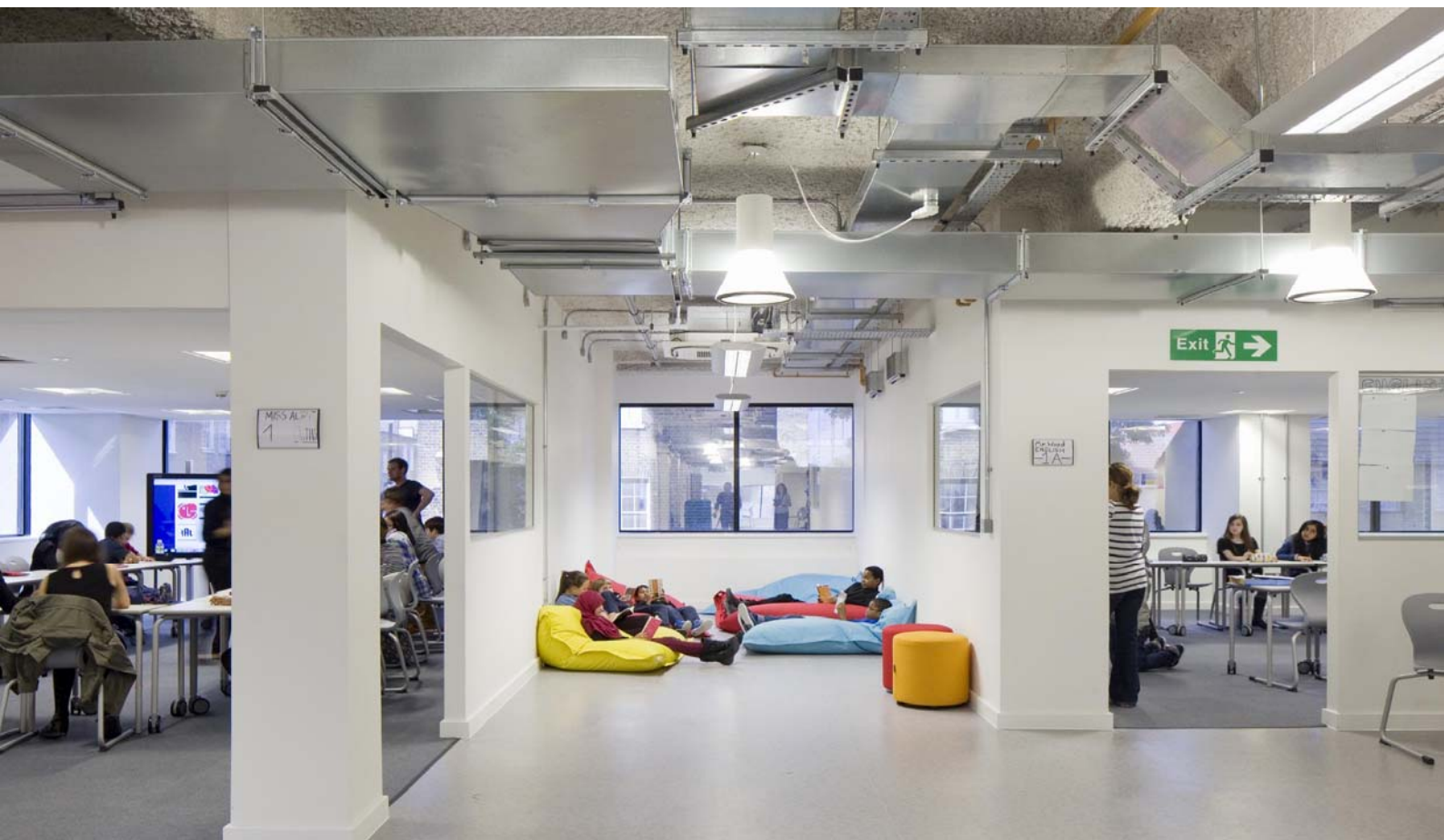
Wapping High School is committed to the protection and safety of its students and to promoting their welfare. To that end, Enhanced DBS and medical checks will be required from the successful applicant. The School is also an employer committed to equal opportunities, and welcomes applications regardless of age, gender or ethnicity.

Your written application

We hope that after reading this information pack you will want to apply for the post advertised.

If you wish to proceed, please return the completed application form together with a supporting statement addressing the Person Specification. Please also complete and return the enclosed Disclosure and Equal Opportunities Monitoring forms. An editable MS Word version of these forms can be downloaded from the School's website at www.wappinghigh.org/careers.

Applications should be emailed to recruitment@wappinghigh.org by Monday 19 February at 12.00pm. Interviews will take place on the morning of Thursday 22 February.



Type of school	Free High School
Owned by	The Wapping and Shadwell Secondary Education Trust
Age range	11-16
Location	London Borough of Tower Hamlets
Denomination	Secular
Co-educational or single sex	Co-educational
Specialism	Enterprise and Innovation
Number on roll	248
Average class size	21
% of students on FSM	Approx 34%
% of students with SEN	Approx 21%
% of students with EAL	Approx 28%

www.wappinghigh.org

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