

PA to Headteacher

(Salary up to £27,668)

Required for September 2017



The Bishop of Llandaff
Church in Wales High School



Headteacher's welcome

Thank you for your interest in the **PA to Headteacher** post current advertised at the school. The role has become available as Joanne Hudson, who has worked with me for the past three years, has been promoted to a position at Cathedral School.

We have one clear aim... to make The Bishop of Llandaff the best school in the country! We want our students to succeed academically, develop the broad range of skills necessary to prepare them for adult life and become outstanding citizens of our ever-changing world. We hope to contribute the happiness of each student by providing them with a first-class platform for the future.

The level of academic achievement at The Bishop of Llandaff is very high. In 2016, the school achieved record-breaking examination results at both GCSE and A Level. 99% of our Year 11 students gained 5 or more A*-C grades at GCSE, with 89% including English and mathematics; 35% of students achieved at least 5 or more A*-A; and nearly 40% of all grades were at A*-A. At A level, students enjoyed similar success with 100% of students achieving the level 3 threshold and 86% gaining A*-C and 64% of all grades at A*-B.

The students, as you will see for yourself should you visit us, are happy, articulate, hard-working and very positive about the school. They genuinely are an asset to our community and are incredibly friendly. They want to receive a high quality education and to be successful. In addition, we have a highly committed, talented team of teaching and support staff who are both enthusiastic and passionate about providing the students in our care with an exceptional education. Our families are unstinting in their support of the school and our governors provide highly effective support to help strengthen the opportunities and experiences available to all of our students.

We have the highest expectations of/for all who work and learn at the school. Therefore, we are only looking for the finest staff to work with our students. This is what they deserve and, ultimately, it is my role to ensure we find, recruit and develop our staff fully. We do not accept poor performance in any area of our work and we do not aspire for anything short of "excellence". As a consequence of the great relationships between staff and students, incidents of poor behaviour are rare; as a community, we laugh a lot and we really enjoy coming to work/school.

As a school we are genuinely committed to developing the talents of our staff. We are a designated hub school within the regional consortia focusing on developing leadership across schools, as well as curriculum leadership of English. This fully reflects the strong reputation of the school, in terms of its provision, outcomes and quality of staff. I believe this post represents an exciting opportunity for someone to join a forward thinking group of staff and help support the school to go from strength to strength.

If you are excited by the prospect of playing a significant role in helping us achieve our ambitions; have a core belief that all students, no matter what their background or ability, can achieve; and have a passion for and clear understanding of providing an outstanding education, then, we would love to hear from you! In return, we will guarantee you the very best level of support, focusing on providing you with the right environment to be the "best you can possibly be".

If you would like to come and see us in action, please feel free to make an appointment with my PA, Joanne Hudson. We are open to visitors every day.

I wish you the very best of luck with your application and I hope to meet you soon!

Marc Belli
Headteacher





About the school and role

The Bishop of Llandaff is an 11-18 Church in Wales High School with over 1300 students on roll including 280 in the sixth form. The school is located in picturesque Llandaff and provides a faith-based education to families across the city of Cardiff, as well as neighbouring areas, including The Vale of Glamorgan, Bridgend and Pontypridd. Built in the 1960s, the school site reflects its age. However, while there are some areas of the site which require modernisation, the members of our community which make up the school, we feel, make it a great place to learn and achieve. Furthermore, over the last three years we have invested heavily in technology and made best use of the site despite its restrictions. The school has a very strong reputation and as a result is heavily over-subscribed in all year groups.

In 2009, the school opened 'The Marion Centre', a specialist resource base to support children with autism spectrum condition. In 2012, the centre moved to new a building and a team of dedicated and highly talented staff support students with a range of complex needs. Where possible, students from The Marion Centre are integrated within mainstream learning. However, nearly all students within the centre follow a bespoke programme to meet their individual needs.

About the role

The PA to the Headteacher provides a comprehensive administrative and personal assistant function, of a highly confidential and responsible nature, to the Headteacher. The school employs over 180 staff and therefore the role involves extensive contact with colleagues within the school as well as regular contact with external stakeholders. The nature of the work means there is regular exposure to confidential and sensitive information

As PA to the Headteacher, the successful candidate is responsible for supporting the recruitment of all staff, including HR procedures such as disclosure and barring documentation etc. In addition, the role is closely linked to the marketing of the school, involving a range of publications and documents, as well as contributing to the maintenance of the school website and social media.

As a key post within the school, the successful candidate will be expected to demonstrate a high level of customer service; strong people skills; attention to detail; and the ability to maintain confidentiality at all times in building and maintaining trusting relationships with all stakeholders.

In addition to duties at The Bishop of Llandaff, the Headteacher is also Director of PiXL Wales and Chair of Cardiff Secondary Heads. Therefore, the ability to attend meetings off site within Cardiff (to record minutes and undertake administrative tasks) is an essential requirement of the role.

**The Bishop of Llandaff is
a very good school**
Section 50 inspection

FAITH IN EDUCATION

Ethos

As a faith community, The Bishop of Llandaff seeks to be a unique place of learning where students (and staff) develop their God-given talents and gifts. The school is fully committed to the principles of openness and acceptance, tolerance and forgiveness. These values and attitudes help shape the formation of all who work and learn at the school and the uniqueness of each individual is celebrated.

Each year group is made up of at least 180 students, with 150 of these places reserved for foundation places. These are predominantly made up of students from a Christian background. However, there are students who attend the school from all world faiths. In addition, the school reserves up to 30 places for those who live within the community but do not necessarily have a faith background.

As an equal opportunities employer, the school appoints members of staff who, whatever their own beliefs, and backgrounds, will actively support its mission and ethos. The school develops its distinctive Christian character through learning, religious education, prayer, worship and action.

School Mission and Core Purpose

“Our mission is to be a Christian school which welcomes students of all faiths and those with no faith background. We fully celebrate all forms of diversity as we firmly believe this enriches our school and strengthens the bonds between us. We believe that each member of our community is on a path of self-discovery, growing to know themselves “as they are fully known” in the image and likeness of God. We provide a forgiving and loving environment for all our students, where everyone is respected and treated equally.

Our core purpose is to enable all our students to know themselves and to do good in our world by living out our gospel values of LOVE, ACCEPTANCE, RESPONSIBILITY and FORGIVENESS. This environment encourages each student to reach their full potential and nurture God-given talents”.

Worship is a dynamic part of every school day, far more than is usual in a secondary school

Section 50 inspection





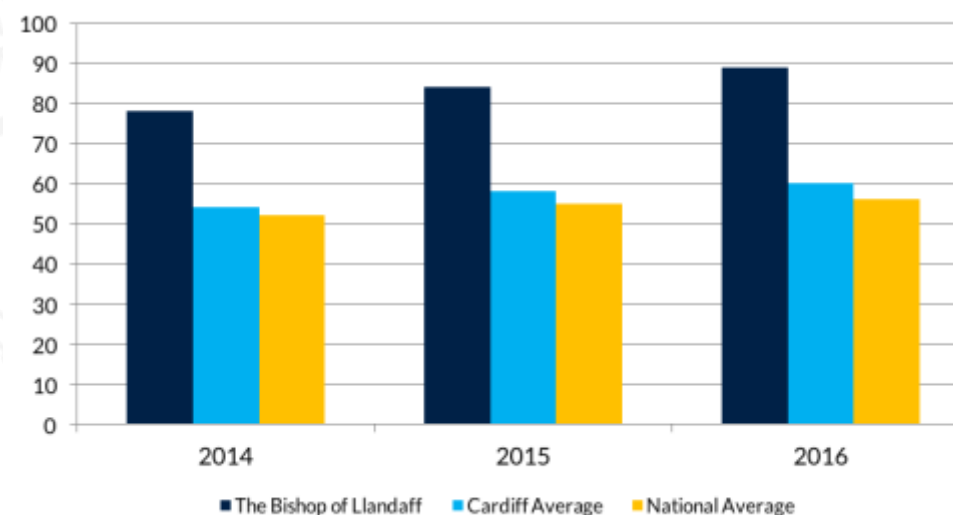
School performance

The Bishop of Llandaff consistently performs above local and national averages at all key stages. We are very proud of the efforts of our students and staff. However, we are not complacent and are constantly seeking ways to improve in the very few areas which are less effective. We work tirelessly to build on our successes and raise performance where needed to help make the school the best in Wales. Performance against most indicators places the school in the top 25% of similar schools (based on free school meals entitlement).

GCSE Results

In 2016, 99% of students achieved 5 or more A*-C grades at GCSE, with 89% including English and mathematics. These results, which include our autistic resource base, place the school well above the average performance within the city of Cardiff and nationally. We are very proud that our performance at GCSE places the school as the 2nd highest performing comprehensive school in Wales and the top performing faith school in Wales.

% 5 or more A*-C including English and mathematics



The performance against the level 2 threshold including English and mathematics is consistently above similar schools

Estyn inspection

At AS/A Level

In the sixth form, examination results are very strong. The school consistently performs better than the national average and when compared to similar schools for the indicators against level 3 threshold and average wider points score. Each year, a high proportion of our students gain places at Russell Group universities as well as Oxbridge. We have a strong track-record of students gaining places to read medicine and veterinary science. Our high quality support helps ensure all students are prepared to progress to university or work.

Job description

Job Title PA to Headteacher

CONTRACT DETAILS

Salary Scale Grade 6 (£23,398 - £27,668)

Full-time

37 hours per week (with the flexibility to work longer if required)

LINE MANAGER

Headteacher

JOB PURPOSE

To support the Headteacher in the role of a Personal Assistant by effectively organising and administering his duties, ensuring that the Headteacher is kept fully informed of all administration issues within the school. To maintain confidentiality and act as an ambassador for the school and Headteacher in all matters.

RESPONSIBILITIES

Personal Assistant

- To ensure the efficient provision of routine correspondence related to the Headteacher;
- To open and distribute all incoming internal and external post and emails addressed to the Headteacher;
- To answer the telephone, take messages and update the Headteacher as appropriate, or where necessary, transfer the call on to the relevant member of staff;
- To word process letters, reports and other documents and proof read other correspondence as required to ensure the highest quality of communication;
- To maintain the Headteacher's diary and arrange appointments as and when convenient with a range of stakeholders;
- To organise internal meetings with students, parents or staff and make room bookings;
- To make appropriate arrangements for the Headteacher's attendance at external meetings eg. preparation of papers, confirmation of details, travel arrangements, accommodation bookings etc;
- To arrange all visits to the school related to the Headteacher;
- To attend and type minutes of the weekly staff briefing and distribute to all staff;
- To maintain accurate information on the school website, including calendar, announcements, parent letters and communications, policies and staff contact lists;
- To update the school's social media feed as necessary;
- To provide administrative support for staffing appointments, including preparing adverts, corresponding with candidates, gathering references, interview arrangements and preparing papers for interview panels;
- To administer the staff pay progression procedure, preparing documents for the appropriate Governors' committee and corresponding with staff;
- To administer student absence requests addressed to the Headteacher, corresponding with parents and reporting to the Admissions Officer;

Students are thoughtful and questioning about their work and they show very good problem solving skills
Estyn inspection



Job description continued...

- To assist the Clerk to Governors where necessary, eg. governor election procedures, including distribution of information to parents/staff and collation of votes, printing of papers for governors' meetings, timetable for updating school policies;
- To prepare refreshments for meetings and visitors (as required);
- To assist with the organisation of calendared school functions and events, including invitations and refreshments etc;
- To assist in organising events at school (as required); and
- To provide, when required, a confidential to other members of the leadership team, including typing of minutes.

Administration

- To maintain an accurate filing system for all letters and documents in both electronic and paper form;
- To be responsible for the creation and maintenance of staff personnel files, SIMS records and up to date staff lists;
- To assist with the administration of lunchtime duty pay for staff, including consideration of staff absence records and preparation of the payroll return document; and
- To assist with the maintenance of the school calendar, including updating the website and notifying relevant members of staff of changes.

General

- To attend team and staff meetings as necessary;
- To maintain a professional relationship at all times when dealing with students, staff and visitors;
- To be responsible for one's own professional development and participate in the performance management cycle;
- To contribute to the student's development and whole-school aims, policies and practices, in keeping with the ethos of the school;
- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the school's Equality Policy;
- To take reasonable care for the health and safety of yourself and other persons who may be affected;
- Abide by the Data Protection Act and the Cardiff Council Confidentiality Agreement when handling student and staff information; and
- Promote and safeguard the welfare of children and young people with whom they come into contact.

Other

- To undertake any other duties, commensurate with the grade, as reasonably requested by the Headteacher.

Voluntary for Professional Development

- To add where appropriate.



I have been really impressed by the support my daughter has received from school. Teachers provide 'super' revision sessions and encouraging feedback
Parent

Personal specification

The successful candidate will

- Have appropriate experience of working within a busy office environment, ideally with previous experience as a personal assistant;
- Possess strong IT skills (able to use a range of Microsoft Packages);
- Be able to use SIMS packages or a willingness to learn quickly to undertake essential duties;
- Possess strong communication skills (reading and writing) to be able to undertake duties such as proof reading, writing minutes, letters and other school documents, as required;
- Be highly organised and possess meticulous attention to detail;
- Maintain strong filing systems and data management;
- Demonstrate strong verbal communication skills (speaking and listening) to deal with a range of stakeholders in person and over the telephone;
- Be able to establish rapport and professional relationships with all stakeholders;
- Have a working knowledge of standard office equipment, such as photocopiers and scanners etc;
- Possess the skills to prioritise tasks and meet deadlines;
- Understand procedures and legislation relating to confidentiality (and be able to maintain this at all times);
- Be able to work independently (managing own time effectively) and as part of a team;
- Supportive of our inclusive Christian ethos;
- Remain calm under pressure;
- Be willing to learn and develop within the role;
- Sense of humour!

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Bishop of Llandaff is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.



**The school is excellent
at developing person
qualities and
achievements**
Section 50 inspection

An aerial photograph of Cardiff, Wales, showing the city's urban landscape, the Cardiff Bay waterfront with the Wales Millennium Centre and the Motorpoint Arena, and the surrounding green spaces and residential areas.

Living in Cardiff

Cardiff is a unique capital which offers the infrastructure expected of any modern capital whilst at the same time boasting an enviable quality of life. Cardiff's residents believe the city is one of Europe's best as a place to live and work.

Cardiff itself is a 'city of parks' with more green space per person than any other Core UK city and has been described as the 'epitome of cool' by the renowned Lonely Planet travel guide. Visitors and residents alike enjoy a varied social life including the hustle and bustle of the city centre and the relaxed contemporary dining and bars in Cardiff Bay. Cardiff offers all of the features and benefits of a capital city, at a low cost, compared not only to other capital cities, but to other Core Cities in the UK.

For a capital city, Cardiff is compact and manageable. It has excellent employment opportunities, has experienced significant growth in employment and offers a range of large national and multi-national employers, based in and around the city-region. As the capital of Wales, Cardiff benefits from large employers such as the Assembly Government, Cardiff Council and NHS Wales as well as many UK and Welsh headquarters for organisations such as the BBC and charities such as Barnardos.

Travel

Getting around is quick and easy making the daily commute less of a chore, and you can access all the facilities expected of any modern capital without the stresses and strains of life in an over-populated concrete jungle.

The world has woken up to Cardiff as a superb convention destination. It's a young capital city that is compact, vibrant, cosmopolitan - and great value for money. Over the past decade Cardiff has been completely rejuvenated, building on its history to become the dynamic capital of Wales. Delegates are charmed by the combination of old and new that unite to create an exciting modern city. As well as this, Cardiff is the closest capital to London being just 2 hours away and is easily accessible by rail, road and air.

Events

Cardiff is a designated Centre of Culture with world-class performance venues that attract thousands of visitors each year. The Wales Millennium Centre, St David's Hall and the New Theatre look after the big set pieces in the performing arts. Chapter Arts Centre and the Sherman Theatre offer an alternative buzz. The capital boasts international sporting, music and cultural events. With venues such as the Millennium Stadium and the Wales Millennium Centre as well as the Motorpoint Arena Cardiff and St David's Hall, Cardiff can lay claim to some of the best events the UK has to offer.

Cardiff hosts a range of international and regional events, attracting people of all ages and tastes. From world famous artists, international sporting events, to local food & drink festivals, there will always be something to keep you busy.

**Cardiff is considered
the 'third best' capital
city in Europe**
European Union Survey,
2017

What we offer as an employer

We want to ensure that we attract the very best candidates to work at The Bishop of Llandaff so that we support our ambitious vision for the school and, most importantly, for all of our students. However, we also do all that we can to be an exemplar employer and we are pleased to offer a number of benefits to our staff team.

In supporting staff to become “the best they themselves can possibly be”, the school actively seeks to invest in the highest quality of training for all teaching and support staff. A significant number of our teachers are involved in classroom based action research, identifying the most effective strategies to impact positively on the outcomes and provision for students. This work is shared systematically across the school.

We have an extremely supportive Governing Body that works closely with the Headteacher, leadership team and other school staff to promote high standards of educational achievement and to drive the strategic direction of the school. We have a committed team of talented staff, and a vibrant community of aspirational and hard-working students.

We have strong relationships with the Local Authority, regional consortia and Welsh Government. The Bishop of Llandaff is a forward thinking community and constantly working with other schools to identify and implement the most effective strategies to raise standards.

Employees of The Bishop of Llandaff have access to a number of other benefits. These include dry cleaning services, MOT repair support and full access to the school’s health and fitness room. We work tirelessly to be an employer that invests in staff. As a result, staff are happy, motivated and successful.

Method of Appointment

Please apply by **completing the appropriate application form** and, in no more than two sides of A4, write a **supporting statement** which meets the personal specification and outlines your reasons for applying for this position and a vision of what you will bring to the role; your experiences to date which you feel make you a suitable candidate; and an indication of your strengths, both personally and professionally.

All applications should be completed electronically and sent to Joanne Hudson, PA to Headteacher at Joanne.Hudson@cardiff.gov.uk FAO Marc Belli, Headteacher.

You are asked to give the names of two referees, one of which should be your current Headteacher/employer. We will contact the referees of short-listed candidates prior to interview.

Recruitment Timeline

Closing Date	28 th June 2017;
Short-listing	28 th June 2017;
Interview Date	Week Beginning 3 rd July 2017; and
Start Date	1 st September 2017





The Bishop of Llandaff High School

Rookwood Close

Llandaff

Cardiff

CF5 2NR

Website: www.bishopofllandaff.org

Twitter: @bishop_llandaff

Useful Statistical Information

Age Range 11-18

NOR 1,275

% eFSM 7.3%

% SEN 6.1%

% EAL 2.4%

Student Teacher Ratio 16.5

GCSE Results

5A*-C inc. En/Ma 89%

5A*-C 99%

5A*-A 35%

Capped Points Score 383

A Level Results

A*-B 64%

A*-C 86%

A*-E 99%