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**Application Pack**

Personal Assistant to the Headteacher and Office Manager

June 2017





**Welcome**

Thank you for your interest in joining a highly committed staff who want the best for all our students so they are ambitious and hungry for future triumph. Wexham School is welcoming, vibrant and successful and I very much hope that you will join us in this strategic role as Personal Assistant to the Headteacher and Office Manager.

The post will be challenging but highly rewarding. This crucial role will ensure the smooth running of the school by supporting the Headteacher and the Senior Team. Overseeing the main office also means this post is critical in ensuring our liaison with parents and visitors is first class and all external communication is outstanding. As such this post offers great variety and I am looking for someone who is creative but understands the complexities of a busy and rapidly growing secondary school. Excellent administrative skills are essential in this role and whilst areas of the job description are obligatory there is scope for the right person to develop or learn new skills over time, for example marketing, human resources and publicity.

At present it is envisaged that you will Line Manage the following staff:

* Administrative Officers based in the Main Office and our Reprographics Technician.

Wexham is a highly regarded and successful non-selective maintained school which was judged to be 'Good' when last inspected by Ofsted. In 2013 GCSE results were placed in the top 5% of School’s nationally based on progress, in 2014 this had risen to the top 4%. Our 2015 results improved again to 54% of students achieving 5+ A\*-C grades including Maths and English, the highest in the school’s history for many years with 61% achieving 5 A\*-C grades at GCSE. Given the starting points of our students and that Slough is a selective authority, this progress and achievement is excellent.

A key ingredient of this success has been the priority placed on creating an environment in which both students and staff have the confidence to flourish. My personal belief is that great schools, that demonstrate continuous or sustained improvement, are built on a foundation of highly qualified and committed staff, which can only be achieved through valuing all staff and investing in their professional development.

As the Headteacher of Wexham I very much hope you will join me in what are exciting times ahead for the school and the community we serve as we expand from 5 ½ forms of entry to 8, including a multi-million pound building programme. If you want to join us then please do read on. I look forward to receiving your application and meeting you in the future.

**Lawrence Smith – Headteacher**

**Working at Wexham**

Wexham School was awarded the NFER Research Mark in July 2015 following a significant cultural shift to create a vibrant research ethos that is widespread across the school. The school offers a range of research activity involving the great majority of staff and a genuine sense of enthusiasm and passion for enquiry.

Our staff take part in programmes of professional development such as NPQML and NPQSL. A number of staff are also supported by the school with a Master’s in Education. A partnership with many higher education providers supports this process.

We have developed an extensive and personalised CPD/JPD programme with an emphasis on sharing good practice. It is very rare that our INSET days consist of the whole staff being talked at for extensive periods of times! Instead we use these days to specifically provide training opportunities to selected staff whilst majority use their time to continue their research and update practice as a trusted and committed professional. To support this all staff are provided CPD time as part of their timetable in addition to their PPA time.

NQTs, ITT and staff on assessment routes are fully supported as they work towards QTS. Our links with Brunel University’s Teacher Training Department, we are an enhanced partner school, are well developed and assist this process. All staff have generous non-contact time in order for them to be developed and further benefit from mentors and coaches.

We share good practice continuously. Morning briefing is primarily used for this purpose. An open door policy around the school means anyone can observe at any time due to our collaborative and supportive approach. Wexham staff have led on CPD outside of the school at various events, including at PiXL, Local Authority Conferences and at Higher Education providers.

All staff are provided an IPad. We have a well-resourced site which is located on the edge of Slough making it a peaceful and green place to work.

Most importantly our staff are friendly, welcoming and encouraging and this is reflected in the children who are fantastic to teach and support as we do everything we can to provide them the best opportunities and inspiration to be successful.

**Wexham School**

Norway Drive, Slough, SL2 5QP

**Personal Assistant to the Headteacher / Office Manager**

**Start September 2017 (or earlier)**

* Salary: Level 6, Scale Point 30-35 £27,713 - £31,676 FTE

Inc. London Fringe Allowance

Actual Salary: £24,820 - £28,370 Inc. London Fringe Allowance

* 41 Weeks per Year, 37hrs per week, Term Time Only plus 10 days

Wexham School is a friendly and vibrant school with a highly committed staff who want the best for all our students ensuring they are ambitious and hungry for future triumph. We require, for September 2017, a well-qualified and enthusiastic colleague to assist the Headteacher as his PA and Office Manager to secure further sustainable growth for the school as it expands to take significantly more students.

We, as a school community, have developed a “can do” attitude through collaboration and effective partnerships. We are currently a smaller-than-average, non-selective secondary school with a sixth form, situated in a grammar school area. We are a good school where students make good progress.

**We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS clearance.**

**Closing date: Monday 26th June 2017 @ 12 noon**

To obtain an application pack please download the relevant attachments from our website [www.wexhamschool.co.uk](http://www.wexhamschool.co.uk) where further information can also be found about the school.

If you have any other enquiries please contact Anita Brudenall-Jones on 01753 526797 or email recruitment@wexham.slough.sch.uk. Please also contact Anita should you wish to arrange a visit to the school prior to applying.

**In applying for this role please ensure you complete the application form fully, including:**

* **A full work history.**
* **Naming two referees, one of which must be your current employer.**
* **Including a letter/statement of application that must not exceed twosides of A4, this should address areas identified in the Person Specification.**

**Job Description**

**Personal Assistant to the Headteacher and**

**Office Manager**

* Salary: Level 6, Scale Point 30-35 £27,713 - £31,676 FTE

Inc. London Fringe Allowance

Actual Salary: £24,820 - £28,370 Inc. London Fringe Allowance

* 41 Weeks per Year, 37hrs per week, Term Time Only plus 10 days
* Mon – Thurs Start time: 8.00am – finish 4.30pm
* Friday: Start time: 8.00am – finish 4pm

**Line of Accountability**

The PA to the Headteacher and Office Manager is directly accountable to the School Business Manager and Headteacher.

**Line Management**

The PA to the Headteacher and Office Manager will line manage and appraise relevant support staff as outlined in the school structure.

**Job Purpose**

* Ensuring that the Headteacher and the Senior Team is fully supported in all aspects of their work including confidential matters.
* To lead and manage the school’s office, secretarial and administrative functions, assisting as required.
* To ensure the development and effective operation of administrative systems and services.
* Advising on compliance with legislation and guidance e.g., Data Protection, Freedom of Information Act, School Governance.
* The line management of a number of staff falling under this post holder’s remit including induction, training and performance management.
* Supporting and encouraging the school’s ethos and its objectives, policies and procedures.

**Operational**

* To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, visitors, contractors and other professionals.
* To provide efficient administration and secretarial assistance to Headteacher and the Senior Team.
* To manage the Headteacher’s diary and time including booking appointments, acting as the “gatekeeper”, receiving visitors, providing preparatory support and making travel arrangements.
* To open, sort and distribute Headteacher’s mail including electronic, advising on any urgent matters.
* To organise meetings, conferences and events (internal and external) on behalf of Headteacher including refreshments.
* To maintain a file of all school policies, advising Headteacher when they are due for review.
* To undertake monitoring of the administration team’s budget, including record keeping, liaising with Finance to process invoices and raise purchase orders.
* To keep accurate records of meetings, distributing agendas, minutes and other relevant documentation as required.
* To liaise as required with governors, staff (teaching and support), students and parents/carers on behalf of Headteacher.
* To liaise with professional bodies, outside agencies, other schools and organisations etc, and attend to queries as required by Headteacher.
* To assist in investigations and casework e.g. disciplinary, as required by the Headteacher.
* To co-ordinate advertising (non-recruitment) and articles relating to the school in educational publications, local and national press.
* Liaise with Headteacher and outside agencies on ad hoc projects involving marketing, designing and printing school related publications.
* To develop, implement and review administration procedures and systems putting in place necessary management controls.
* To oversee and be responsible for the circulation of incoming mail and outgoing post including Governors’ mailings, taking appropriate action as necessary.
* To be the point of contact in relation to complaints, referring matters to appropriate members of staff when required.
* To contribute to the evaluation and development of administrative staffing, systems and procedures.
* To handle staffing issues such as absence, misconduct, performance and capability in line with school policies and procedures (of those you will line manage).
* To ensure the administration team provides a comprehensive administrative support service to the Leaders of Department, Leaders of Year, teaching staff etc.
* Ensure that the health and safety of all children and staff is promoted consistently and maintained to a high standard at all times.
* Promote and safeguard the welfare of all children, and ensure that all staff are committed to, and comply with the same.
* To report technical faults relating to the school database system/s and equipment to the Network Systems Manager to ensure that they are efficiently resolved.

**Personnel**

* To overview arrangements for the induction of all new staff within areas of responsibilities.
* To be responsible for identifying training needs and the ongoing professional development for all staff within areas of responsibility.
* To be responsible for the performance management arrangements for all staff within areas of responsibility.
* To overview the effective deployment of all staff within areas of responsibility.
* To play an active role in the recruitment of staff following the school’s procedures.
* To deal with any disciplinary issues as required by school procedures and policies and as directed by the Headteacher.

**Administrative**

* To ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
* To undertake responsibility for all necessary administration relating to all areas within post holder’s remit.
* To undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within post holder’s remit are maintained as required.
* To process, input, extract and analyse information from school’s database system/s.
* To ensure compliance within the school of data protection regulations.
* To take minutes/notes in meetings and circulate necessary information.
* To deal with correspondence promptly and as required.

**General**

* Assist with preparation for school events such as Open Days etc. and play a full and active part in school activities.
* To participate in school emergencies as required, including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
* To attend training sessions and meetings as required.
* To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably required.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

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| **Safeguarding Children** |
| In accordance with the School’s commitment to follow and adhere to the Department for Education’s guidance entitled ‘Keeping Children Safe in Education’ (September 2016) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.  You are required to have enhanced DBS clearance.  You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times. |
| **Confidentiality** |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of the Wexham School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so. |
| **Data Protection** |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and are properly applied to student, staff and school business/information. |
| **Freedom of Information** |
| The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures. |
| **Smoking Policy** |
| Smoking is not permitted in any premises or grounds managed by Wexham School. Smoking is not permitted in school vehicles or in any vehicle parked on school premises. |

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| **Wexham School**  **Person Specification – Headteacher’s PA and Office Manager** | | |
| **Qualifications and Training**   * Educated to GCSE Grade C or above (NVQ Level 2) or equivalent with proven skills in numeracy and literacy * Management qualification or willing to obtain within 3 years (NVQ Level 3, BTEC, Degree or equivalent) * Valid driving licence and ability to travel to different sites | Essential | Desirable |
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| **Knowledge and Skills**   * Ability to build good relationships with students, colleagues, parents and other professionals * Able to lead and develop a team of staff, delegating duties as required * Ability to work constructively as part of a team, understanding school roles and responsibilities * Excellent and meticulous organisational skills * Excellent verbal and written communication skills * Good standard of numeracy and literacy skills * Ability to absorb and understand a wide range of information * Ability to manage and deal with confidential data / issues * Ability to effectively operate a full range of ICT * Ability to proficiently use office computer and finance software including word-processing, spreadsheet and databases * Working knowledge of SIMS * Operating and monitoring budgets, and providing required reports * Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation | Essential | Desirable |
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| **Experience**   * Of working in a busy office, preferably in a school or similar setting * Proven experience in a PA role or similar * Experience of organising meetings and accurate minute taking * Managing and maintaining accurate records and filing systems * Experience in the line management of staff * Experience of staff recruitment and selection * First Aid qualification or willingness to gain one | Essential | Desirable |
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| Personal Qualities   * Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust * Committed to undertaking professional training and assist with the professional development of others * Ability to show initiative and prioritise one’s own work and that of others even when under pressure * Demonstrate reliability and integrity and lead by example * Can hold others to account by insisting on high standards and a desire to continuously improve and develop * Be tolerant and calm when working with others to develop team work * Commitment to the school’s ethos, aims and its whole community * Evidence of excellent attendance and punctuality record | Essential | Desirable |
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