



**ROYAL
WOOTTON
BASSETT**
ACADEMY TRUST

Application Pack

Royal Wootton Bassett Academy Personal Assistant to the Headteacher

Start A.S.A.P.

Grade E – 6-8 points

37 Hours a week Term Time only

Closing Date: Wednesday 18th September 2019 Interviews: Week Commencing 23rd September 2019

Lawn Manor
T 01793 487286
E admin@lawnmanor.org
W www.lawnmanor.org



Royal Wootton Bassett
T 01793 841900
E admin@rwba.org.uk
W www.rwbat.org.uk



Excellence in Education

Dear Applicant

Thank you for your interest in working for Royal Wootton Bassett Academy. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Royal Wootton Bassett Academy Trust (RWBAT) is built around the one word of 'Excellence.' Together the Schools strengthen each other, sharing good practice and building capacity for all. Within the MAT we strive to maximise the potential of each person within our community and are absolutely committed to continuous improvement. We value developing the whole person equally to the achievement of academic success.

The successful applicant will be responsible for a variety of administrative support and I would urge interested candidates to peruse the job description for this role.

In return we can offer the full benefits of our excellent support and CPD programmes both internally and through Royal Wootton Bassett Academy Trust.

If you believe you have the experience, vision and drive to take our PA to the Headteacher then we would like to hear from you.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your current Headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

There is a lot of information about the academy available on our website www.RWBA.org.uk

We hope you will feel inspired to apply for the post of PA to the Headteacher.

Yours sincerely

George Croxford

CEO Royal Wootton Bassett Academy Trust

Headteacher Royal Wootton Bassett Academy



Job Description

PURPOSE OF JOB:

- Personal Assistant to the Headteacher including dealing with highly confidential and sensitive issues.

You will:

- Be highly organised
- Be fully aware of the implications of working in a confidential environment
- Have a proven ability to work under pressure and to meet tight deadlines
- Have worked in an educational setting
- Have an excellent working knowledge of Microsoft Office
- Have an excellent working knowledge of SIMs
- A sense of humour

As you will constantly be liaising with staff, students and external agencies, excellent interpersonal and communication skills are essential.

Royal Wootton Bassett Academy is a highly successful and very proud 11-18 school with 1,763 students on roll including 351 students in our Sixth Form and is ranked in the Times Top 20 Secondary Schools in the South West. It is geographically situated in a pleasant location with Bath, Bristol, Cheltenham and the Cotswolds all within commuting distance.

In December 2010, the school was awarded **Outstanding** in every category by Ofsted. They described our students as “...**an absolute delight.**” and “**in every area of the School they carry out exemplary practice.**” In November 2013, the Academy was again awarded **Outstanding** in every category by Ofsted where they stated “**Around the school, students are polite and courteous to each other, to members of staff and to visitors. Students listen attentively in lessons, and almost always respond rapidly to teachers’ instructions.**” As far as we are aware, Royal Wootton Bassett is the only school in the country to be awarded this prestigious accolade in succession.

This appointment is subject to the Academy receiving two satisfactory references, one of which will include your current/last employer. Royal Wootton Bassett Academy is committed to Safeguarding and this appointment is also subject to you providing relevant documents to the Academy proving your legal right to work in the UK, clearance from the Disclosure and Barring Service of an enhanced check for regulated activity, confirmation of your professional qualifications and confirmation of your QTS status.

Further details about the Academy, this post and an application form can be found by visiting our website www.rwba.org.uk or telephoning Mrs Anita Ellis, Deputy Headteacher, on 01793 841907, or emailing Mrs Sharon Lambourne at slambourne@rwba.org.uk.

MAIN RESPONSIBILITIES, TASKS & DUTIES

- Liaise with the Headteacher daily regarding events of the day and follow up resultant actions. This will include undertaking tasks with minimal supervision that require in-depth understanding of the methods, systems and processes, act as trouble shooter for referred problems.
- To manage the Headteachers diary, organize and schedule meetings, book courses arrange travel and book accommodation. To develop and distribute agendas and prompt actions from meetings, maintaining timely deadlines.
- To receive the Headteachers incoming communications, responding to queries and providing general information about the Academy as appropriate. This aspect of the role requires above average level of courtesy and effectiveness in dealing with difficult people. You will need to ask questions, seek clarification and exchange information using tact and diplomacy.
- Drafting letters and correspondence from the Headteacher including staffing letters and production of a high quality newsletter, you will need high literacy skills and an eye for detail.
- Maintaining the staff archive system and annually archiving and safe disposal in line with GDPR regulations.
- Managing the school local policies, ensuring they are accurate, in place and on the correct website either RWBA or Trust.
- To provide a full range of secretarial services for the Headteacher including taking dictation, minute taking, setting up systems and filling.
- Receive visitors for the Headteacher and ensure that appropriate arrangements are in hand. To ensure refreshments and facilities are ready for internal meetings/external visitors as and when required.
- Work independently as directed by the Headteacher to take responsibility for the preparation and compiling of formal correspondence, reports, emails, mail merges, spreadsheets, data bases and presentations.
- Prepare the Headteacher for meetings, ensuring documentation information/instructions are obtained prior to any meetings.
- Draft reports/communication for the Headteacher as required.
- To be responsible for the personnel records including SIMS, managing the Single Central Record under the Headteacher’s instruction, ensuring all staff, visitors, Governors and volunteers have a DBS.
- Liaise with LT to support the Trust HR in personnel, ensuring amend/starter/leaver forms are completed, HR and absence reports are shared and payroll sheets are updated and sent each month on time.
- Work with other members of the staff team to ensure smooth and efficient planning of events with the Academy (parents evening, presentation evenings)

- The post holder will be required to work flexibly and carry out duties with regard to the Academy's policies and Code of Conduct.
- The candidate will acknowledge the need for and practice confidentiality in regard to handling sensitive data pertaining to students, staff or Academy related matters.
- A high standard of written communication. Capable of minuting discussions effectively, accurately and appropriately, given the sometimes-sensitive subject matter
- Effective personal organisational and good time management skills; with the ability to meet statutory deadlines in good time
- Able to manage conflicting work pressures and organise priorities
- A high standard of verbal communication
- A high level of personal responsibility and confidentiality
- A good record keeper
- An effective team player
- Fully conversant with IT and competent user of word processing, email, spreadsheet and applications
- Proven experience in office administration and management tasks
- Excellent education knowledge to enable them to offer support and advice to colleagues in a range of topics including Ofsted, recruitment, HR matters and any on the Headteacher's agenda.
- Mathematics and English GCSE grade C and above or equivalent
- Educated to at least level 3 (A level)
- Relevant qualifications
- Knowledge of School policies and procedures



Person Specification

DISCRETION High level of confidentiality required
CREATIVITY AND INNOVATION High use of Creativity
CONTACTS AND RELATIONSHIPS Headteacher, LT, Governors, Trustees, Staff, parents, Local Authority and outside agencies.
WORK ENVIRONMENT
a) Emotional Demands Significant and often intensive.
b) Physical Demands – Limited
c) Working Conditions and Risk The post holder will need to liaise with members of the public, visitors, governors, trustees and stakeholders at all levels and will need to respond on behalf of the Headteacher. Good working conditions with minimal risk
d) Work Context – <ul style="list-style-type: none"> • A high standard of written communication. Capable of minuting discussions effectively, accurately and appropriately, given the sometimes-sensitive subject matter • Effective personal organisational and good time management skills; with the ability to meet statutory deadlines in good time • Able to manage conflicting work pressures and organise priorities • A high standard of verbal communication • A high level of personal responsibility and confidentiality • A good record keeper • An effective team player • Fully conversant with IT and competent user of word processing, email, spreadsheet and applications • Proven experience in office administration and management tasks • Excellent education knowledge to enable them to offer support and advice to colleagues in a range of topics including Ofsted, recruitment, HR matters and any on the Headteacher's agenda. • Mathematics and English GCSE grade C and above or equivalent • Educated to at least level 3 (A level) • Relevant qualifications • Knowledge of School policies and procedures
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
Health and Safety - The postholder is required to carry out the duties in accordance with the School Health and Safety policies and procedures.
Safeguarding This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Staff must work in accordance with the South West Child Protection procedures and Child Protection/safeguarding Policy and understand their role within that Policy.
For the purposes of the Data Protection Act 1998 and GDPR (2018) you give your consent to the holding and processing of personal data provided by you to the Academy for all purposes relating to the performance of your employment including, but not limited to: <ul style="list-style-type: none"> • Administering and maintaining HR records; • Paying and reviewing salary and other remuneration and benefits; • Providing and administering benefits (including if relevant, pension, or insurance); • Undertaking performance, appraisals and reviews; • Maintaining sickness and other absence records; • Providing references and information to future employers, and if necessary, governmental and quasi-governmental bodies for social security and other purposes, HM Revenue and Customs and the National Insurance Contributions Office; • Providing information to future partner organisation or organisations with whom we may merge or transfer an undertaking to; • Transferring information concerning you to a country or territory outside the EEA. <p>In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the school's procedures.</p> <p>In accordance with the provisions of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the school to enable it to comply with its statutory duties for health & safety.</p> <p>You must work in accordance with training or instruction given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.</p> <p>You must ensure you undertake responsibilities relating to your position as detailed within the school's Health & Safety Policy.</p> <p>Undertaking any other duties that can be accommodated within the grading level of the post.</p>
NOTE: This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the school, always in consultation with the postholder

How to Apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: Wednesday 18th September 2019

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews will be held: week commencing 23rd September 2019

Completed application forms should then be returned via email to:

slambourne@rwba.org.uk

Applicants are welcome to visit the academy during the application period by appointment only. Please call or email to book, 01793 841904

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

Useful information

Royal Wootton Bassett Academy website: [Click Here](#)

