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Headteacher's PA Recruitment Pack

September 2023



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TF9 1HF



@GroveSchoolShropshire

Job description

Post title: Headteacher's PA

Salary: Grade 8 Scale point 19-22 (£24,852-£29,439)

Hours of work: 08.00a.m. to 4.00p.m. Monday – Thursday and 8.00a.m. to 3.30p.m. Friday

Post status: Permanent

We offer:

- An 'Outstanding' curriculum and learning experience for our young people.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway
- Career development opportunities including funded NPQ qualifications.
- An enthusiastic and supportive team of staff, parents and governors
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Year-round free access to our fitness suite.
- Benefits including funded counselling, physiotherapy and GP and other medical support.
- Spacious Sixth Form Facilities and excellent outcomes.

Purpose:

Are you an organised person?

Are you someone who wants to work in a fast pace ever changing environment?

Outline of role:

- To provide timely, efficient and confidential support to the Headteacher in all matters.

Why this role above others?

We know our school is a special place, our staff wellbeing survey tells us staff enjoy working here because of the relationships between staff, parents and our community in Market Drayton.

Our teaching and support teams are a blend of experienced colleagues with different backgrounds and skills, working together to create a cohesive and responsive service to our school.

For those interested in career progression we ensure that staff have the opportunity to develop their skills in a supportive environment with an experienced team where you will be invested in and valued.

Any questions in regards to the role can be raised with the Samantha Gardiner ahead of the closing date:

samantha.gardiner@gro.mmat.co.uk



Responsible to:

Headteacher and other members of the Leadership Group as required.

Main duties:

On behalf of the Headteacher to efficiently manage all incoming and outgoing communication; to act as first point of contact for telephone calls for the Headteacher, using discretion to refer callers to appropriate staff, taking messages and dealing with where possible; to decide which matters need to be referred to the Headteacher or to others in the school

- Manage the Headteacher's diary, taking into account workload and priority of meetings.
- Draft correspondence as required.
- Take minutes of all Leadership Group meetings, and other meeting as they arise.
- Proof-read the weekly Staff Bulletin and Parents Newsletter; to assist the Headteacher in the production of the Headlines for both publications, ensuring that any relevant items are included and to advise the admin staff in the completion of the publications.
- Proof-read all School Policy documents and whole-school publications to ensure integrity, consistency and appropriateness of the information.
- Create and maintain school calendars including an electronic diary system.
- Support the data manager to complete the School Census each term, to include co-ordination of the data from other members of staff in the school.
- Proof-read the School Development Plan and other documents following initial drafting and regular updates.

- Administering exclusion paperwork.
- Maintain confidential staffing records.
- Manage and check the safe recruitment process including undertaking relevant checks e.g. DB.
- Completion of appropriate forms to ensure contractual and payroll information is produced and accurately maintained
- Liaise with HR service on specific HR issues.
- Undertake arrangements for staff appointments, arranging advertisements and interviews, requesting references, preparing interview schedules and communicating with governor.
- Deal with requests for references to be completed by the Headteacher; to ensure that these are compiled and returned according to timescales required.
- Receive complaints on behalf of the Headteacher and to ensure that these are responded to effectively and within the timescales set out in the School Complaints Procedure.
- Receive and manage Freedom of Information requests to ensure compliance with legislation.
- Take minutes of all local governing meetings as clerk to the local governors and undertake training for this role.
- Assist the clerk to Trustees' as required.
- Collate and distribute papers for local governors' meetings.
- Collate and distribute papers and take minutes for governors' complaints and disciplinary meetings.
- Arrange for the annual service level agreement for Admissions and Permanent Exclusions Appeals.
- Liaise with the local authority where appropriate, ensuring that any issues are referred to the relevant member(s) of staff.
- Complete ad hoc forms for other organisations as required.
- Organise and provide refreshments as required.
- Undertake any other reasonable duty which might, from time to time, be requested by the Headteacher or any person delegated by them.



Developing self and others:

- Take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable)
- Contribute to effective staff induction and professional development
- Manage own workload, providing support where necessary and delegating where appropriate
- Ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

In addition to the above all Marches Academy Trust staff are required to:

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- Undertake appropriate training and development as required
- Participate in the Performance Review Cycle
- Demonstrate excellent Customer Care in dealing with all customers
- Ensure positive effective working relationships with the School teams, stakeholders and partners.

Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Person specification

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	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">• 5 GCSE's or equivalent including maths and English• NVQ level 2 in admin or relevant specialist	
Experience	<ul style="list-style-type: none">• Proven experience in the use of ICT for administration. Proficient in the use of Microsoft Word, Excel, Outlook and PowerPoint• Can demonstrate the ability to prioritise work effectively and deliver accurate and timely results	<ul style="list-style-type: none">• Has experience of working in an educational environment and/or shows understanding of working in a school• Has thorough understanding and experience of using SIMS to interrogate information, and generating / writing reports
Abilities and skills	<ul style="list-style-type: none">• Excellent communicator able to work well on own and part of a team• Well organised and efficient• Attention to detail• Ability to work on own initiative• Good numeracy, literacy and presentation skills	<ul style="list-style-type: none">• Can demonstrate the ability to improve systems both manual and computerised to improve working methods and increase efficiency• Excellent forward planning and organisational skills

Person specification

	Essential	Desirable
Other	<ul style="list-style-type: none">• Has a proven record of keeping matters confidential and an understanding of the importance of confidentiality• Calm, flexible, dependable and reliable• Ability to work under pressure and meet deadlines	<ul style="list-style-type: none">• Willingness to undertake further training to improve / enhance skills• Understands the importance of the production of quality outputs

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

Enrichment and
extra-curricular
to grow the
whole child

A core belief in staff wellbeing and work life balance evidenced in policy and practice

Who we are

Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Our school vision of 'A Mind Set to Succeed' is the foundation of all that we do where a 'can do' attitude is constantly encouraged. We foster independent learning, confidence and leadership in our students, through stimulating and challenging lessons.

Here, the students develop high aspirations, achieve success and are well prepared for future study and the world of work.

Many of our sixth form students go on to study at the top universities.

Check out our video:

<https://youtu.be/noBGoHWplfs>

Interested? Here's how to apply:

- [Complete the online application](#)

Closing date for applications is **9am on 9th October 2023**

Interviews will be held **w/c 9th October 2023**

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

Happy,
collegiate
team

Welcome from the CEO

This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School in Shifnal

Sarah Finch

CEO

The Marches Academy Trust



Meet our Chair of Trustees



Thank you for your interest in this role.

The Trust is looking to appoint an enthusiastic and dynamic individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 5,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extra-curricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We have an amazing team of teachers and staff that are dedicated to creating amazing places for students to learn whilst instilling a love of learning and life, the drive to achieve, to develop a sense of responsibility, combined with honesty and respect.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust, have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Alex Fry
Chair of Trustees

Our Trust vision statement and values

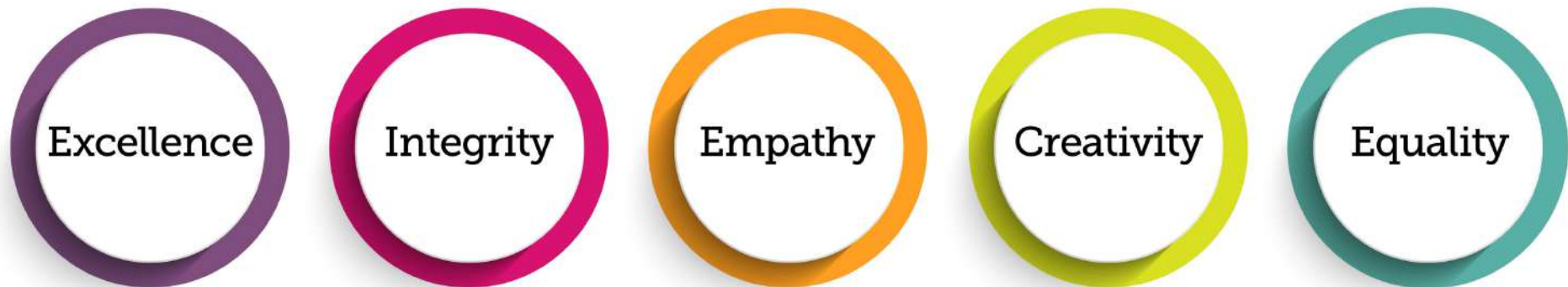
Our vision:

Achievement through caring

Mission statement:

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.

Values:





Alliance of Leading Learning

We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant. Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavelle Priestley-Bird
Executive Director of People and
Development)

Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.



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We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.

Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

- Emotional - Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.
- Physical - we are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.
- Financial - we offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).
- Social - encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilise SAS in seeking out preventative and early intervention by making support easily accessible for all!



Generous
non contact
time for staff

Bits you need to know:

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

"This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post."





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