Application Pack

Personal Assistant and Administrator

Raising Aspirations for Successful Futures

Joseph Chamberlain Sixth Form College
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Highgate
Birmingham
B12 9FF

0121 446 2200  personnel@jcc.ac.uk
www.jcc.ac.uk
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Dear Colleague,

Thank you for your interest in the position of **Personal Assistant and Administrator** at Joseph Chamberlain Sixth Form College. This is an excellent opportunity for a remarkable candidate to work in a large, inclusive and highly successful Sixth Form College near central Birmingham. I joined the College in 2012 as the Deputy Principal and have recently been appointed as the Principal from January 2019. I am really proud and excited to be leading our exceptional college, where the staff and students are an absolute pleasure to work with.

Our 16-18 year old students come from diverse backgrounds and, being placed in one of the more deprived areas of the country, presents us with some challenges. However, what makes Joseph Chamberlain College so special, and such an energising place to work at, are the rewards that come from seeing those same students achieve phenomenal success and develop as confident, aspirational young adults who enter Higher Education at the end of two years with us. We take great pleasure in knowing that we make a really positive difference to the lives of hundreds of young people each year, setting them off on the right path to secure excellent careers in the future. In addition, our separate Adult Learning Centre provides an outstanding curriculum at all levels to our local community, with a particular focus on improving the English and maths skills for students whose first language is not English.

Since I joined the College, I have watched it grow from strength to strength. Our achievement rates are extremely high and the progress our students make places us in the top 10% of all school sixth forms, Sixth Form Colleges and FE Colleges in the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection, we were awarded their highest grade of ‘outstanding’ in all categories. This is, I believe, because our teachers are some of the best in the country and they are relentless in their dedication to our students. Our teachers are also ably supported by fantastic support service teams, who are equally dedicated and committed to the ensuring the success of the students we work with.

I want to continue to appoint positive like-minded individuals, who share a passion for working with young people to transform their lives for the better, who will work with drive and determination to help them achieve and who will care a great deal about their development and well-being. In return, whatever your experience, I will ensure that you are fully recognised and appreciated for this hard-work and benefit from extensive professional development, great career opportunities, first-class facilities and positive support from exceptional colleagues and leaders who care about those they work with.

Finally, I would like to say that I do appreciate your investment of time in exploring the College and, hopefully, submitting an application for this role. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.

*Tony Day – Principal*
Joseph Chamberlain College is a popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2300 school leavers and approximately 700 adults on a separate site.

Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A2 Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and a comprehensive GCSE programme to 16-18 year olds; at Entry Level and Level One, we have a relatively extensive ESOL provision for both 16-18 year olds and 19+ learners. In addition, our Adult Learning Directorate offers classes in ESOL, Literacy, Numeracy, Access to HE, Higher Education, Teacher Training and a range of Vocational Provision to the local community. Our wider curriculum is also rich and varied and students benefit from a great deal of choice in sports, additional languages, performing arts, citizenship, and various other student-led clubs/societies.

In 2018, Joseph Chamberlain College achieved an A-level pass rate of 99% for the fifth year running and the best results in the history of the College. In our recent inspection in 2017 we were graded as ‘outstanding’ in all categories and we continue to provide a broad, inclusive and high quality education to all of our students that results in some of the highest levels of progression to Higher Education in the sector. The College is situated within easy reach of Birmingham city centre in a state of the art building with superbly equipped classrooms and outstanding facilities.

We were featured in the 2015 Parliamentary Review and will feature again in the 2019 Parliamentary Review for best practice in further education. We are a member of the Teachers’ Development Trust which recognises our comprehensive package of innovative and high impact professional development. As part of a local Teaching Alliance, we support all newly qualified teachers, from both secondary and post-16 backgrounds, to complete their NQT year and achieve either QTS or QTLS.

We are ambitious institution, with a clear strategy to keep being highly successful for our students. Staff, students and visitors often comment on the warm and welcoming atmosphere at the College and the strong sense of community that permeates the organisation.
Our Purpose – What we are here to do

To provide an exceptional learning experience for all of our students, raising their aspirations and improving their achievements so that they can enjoy a level of success in later life that realises their highest ambitions.

Our Vision For 2019

In 2019, Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**
  - Everything we do is focused on improving the student learning experience.
  - We have high ambitions, expectations and commit to excellent in everything we do.
  - We demonstrate a ‘can do’ attitude, embracing the need for continuous improvement and positive change.

- **Cooperation and Communication**
  - We work together positively as a team for the benefit of the College.
  - We learn from our own and each other’s mistakes and successes, taking responsibility for our actions.
  - We are professionally honest with each other and create trust through effective relationships and transparent communication.

- **Equality and Recognition**
  - We value diversity and inclusivity and let this underpin all we do, treating people with respect and fairness.
  - We value and recognise everyone’s work and the individual contribution they make to the lives of students.
  - We display loyalty to and pride in our college and its students.
Our Strategic Ambitions

Our strategic plan up to 2019 has the following as its strategic ambitions:

1. **The Academic Achievements and Success of Our Students**
   To be highly ambitious for all of our students and prioritise their success so that they achieve the highest standards academically, making significant progress throughout their time with us.

2. **The Learning Experience of Our Students**
   To ensure that all of our students benefit from an exceptional learning experience that excites, inspires and broadens their minds both in the classroom and beyond.

3. **The Support and Development of Our Students**
   To ensure that all of our students are supported to develop into confident and responsible citizens who believe in their own ability to do well in later life and who are respectful of the diverse societies of modern Britain and the wider world.

4. **The Reputation and Recognition of the College**
   To position the College as a nationally recognised Sixth Form College that attracts an increasing number of students each year, is a highly desirable place to work and captures the interests of a wide range of partners with whom we will collaborate.

5. **The Leadership of the College and its Resources**
   To manage our resources and finances expertly so that we can continue to grow and develop as a College to seek innovative opportunities for improvement amidst the challenges facing the sector now and in the future.
JOB DESCRIPTION: Personal Assistant and Administrator (Planning, Performance and Development)

Accountability:
Vice Principal (Planning, Performance and Development)

Duties and responsibilities:
In the first instance, the duties and responsibilities are listed below. Going forward, as the needs of the College change, the duties and responsibilities within this role may also be subject to further change.

Personal Assistant Responsibilities

- To act as the confidential, personal assistant to the Vice Principal (Planning, Performance and Development), using judgement and discretion in dealing with confidential personal and college information in dealing with matters of sensitivity to the college.
- To be responsible for the Vice Principal's diary, including making travel arrangements, scheduling of recurring appointments, meetings and events; arranging hospitality and facilities to support their work.
- To ensure the Vice Principal is fully prepared and briefed for all meetings, internal and external to the college, and for other similar engagements.
- To liaise with the Vice Principal on a daily basis, ensuring they are kept informed of matters requiring their personal attention.
- To assess and determine priorities and actions on behalf of the Vice Principal in their absence, ensuring that problems and issues are referred to other members of the Senior Leadership Team.
- To be the first point of contact for the Vice Principal, including telephone calls, receipt of documentation, correspondence and messages.
- To ensure that all visitors for the Vice Principal are welcomed and catered for in a professional manner.
- To be responsible for ensuring that agendas are prepared for meetings and to liaise with staff at all levels to produce papers and reports.
- To minute meetings accurately when required for both the Vice Principal and the Director of Professional Learning, and to disseminate information either in advance or after the meeting.
Recording and processing expenses for the Vice Principal, being responsible for authorising invoices and raising requests when necessary.

To undertake any other appropriate duties as requested by the Vice Principal, that are commensurate to the role.

**Administrator Responsibilities**

- Provide specialist knowledge and skills to support the Vice Principal and Director of Professional Learning with the following:
  - Higher education and teacher training programmes
  - Curriculum development
  - Performance management
  - Professional development
  - College self-assessment and improvement
  - Administration of College policies
  - Bid writing and additional income

- Communicate and build working relationships with key contacts from other departments, as well as external bodies, to support own work activities

- To provide complete administrative support to the Vice Principal and Director of Professional Learning. This includes but is not limited to:
  - Preparation of papers
  - Preparation of reports
  - Support creating and editing presentations
  - Drafting and circulating email communication to staff as directed
  - Preparation of correspondence as directed

- To manage, organise and (if required) attend events that fall under the Vice Principal’s and Director of Professional Learning’s remits.

- To work collaboratively with the Vice Principal and Director of Professional Learning to deliver and complete projects in an accurate and timely manner.

- Gather, analyse and interpret complex information to support the preparation of reports and data sets for the Vice Principal and Director of Professional Learning.
## PERSON SPECIFICATION

**Methods of Assessment:** Application Form (A), Interview (I), Tasks (T), Certificates (C), References (R)

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<th>Essential</th>
<th>Desirable</th>
<th>Method of Assessment *</th>
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<tbody>
<tr>
<td>A qualification at level 4 (degree or equivalent) or substantial experience in a similar role</td>
<td>✓</td>
<td>✓</td>
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<td>Level 2 Maths/English or above (GCSE or equivalent)</td>
<td>✓</td>
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<th>Experiences and Knowledge</th>
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<tr>
<td>Previous experience of working as a PA to a Senior Manager or Director or as an Administrator</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>Experience of working with people at all levels both internally and externally</td>
<td>✓</td>
<td>✓</td>
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<th>Skills and Qualities</th>
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<tr>
<td>Ability to plan and prioritise workload accordingly</td>
<td>✓</td>
<td>✓</td>
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<td>Excellent organisational and interpersonal skills</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>Able to communicate effectively in a range of situations, both verbally and in writing, and be able to adapt style and approach where necessary to achieve the desired outcome</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>High level personal IT skills and the ability to use these effectively in a range of situations</td>
<td>✓</td>
<td>✓</td>
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<td>Ability to work under pressure and to deadlines</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>Meet multiple and often conflicting deadlines</td>
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<td>✓</td>
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<td>Strong analytical skills and rigorous attention to detail</td>
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<td>✓</td>
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<td>Excellent ‘Front of house’ skills – when receiving visitors and strong awareness of ‘the customer’ – e.g. students, other staff and the general public</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>Commitment to equality and diversity initiatives, including the promotion of Fundamental Values, and anti-discriminatory practice</td>
<td>✓</td>
<td>✓</td>
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<td>Suitable to work with children, young people and vulnerable adults</td>
<td>✓</td>
<td>✓</td>
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<th>Other</th>
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<tr>
<td>Enhanced DBS Clearance</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>Ability to meet the requirements of the Asylum and Immigration Act (to be legally work in the UK)</td>
<td>✓</td>
<td>✓</td>
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POST TITLE: Personal Assistant and Administrator (Planning, Performance and Development)

Salary
Salary will be on the Sixth Form Colleges’ support staff pay scale, up to point 28, currently £22,828 per annum, depending upon experience. This will be adjusted for term time only working, plus 10 additional days.

Starting salary will be determined by experience. Salaries are paid monthly by bank credit on the 25th of each month.

Pay progression will be on an annual basis until the top of the range is reached and will be subject to ongoing high-level performance against identified targets, and a successful probationary period/performace review as applicable.

Start Date

Working Week
Hours of work will be 36.5 per week over 5 days, during term time, with an additional 10 days as to be agreed by your line manager.

You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities.

Please be aware that our term dates fall in line with Birmingham City Council term dates, aside from the summer term. The summer term ends during the second week of July and the Autumn term begins on GCSE examination results day.

Holiday Entitlement
This post is not eligible for annual leave to be taken during the term. All holiday is taken during the College vacations.

The post is for term time plus 10 additional days. The leave year shall run from August to July each year.

Superannuation
The successful candidate will be eligible to join the Teachers’ or Local Government Pension Scheme and you will automatically become a member unless you opt not to join.
Staff Benefits
We offer the following benefits to our staff:

- Extensive professional development opportunities
- Occupational pension scheme (either TPS or LGPS)
- BHSF – private healthcare insurance plan
- Cycle to work scheme
- Interest free annual travel card loans
- Childcare vouchers
- Discounted college gym membership
HOW TO APPLY

- Complete the JCC Staff Application Form. Please state clearly on your application the position you are applying for.

- Provide a supporting statement (in section 8 of the application form) of no more than two sides of A4, in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details and examples of how you meet all aspects of the person specification.

- If you are applying for a teaching or curriculum based role, please complete the examination results form provided (applicants who are still completing their PGCE course need not complete this).

- The completed form should be returned by email to: personnel@jcc.ac.uk or by post to:

  The Director of HR
  Joseph Chamberlain Sixth Form College
  1 Belgrave Road
  Highgate
  Birmingham
  B12 9FF
  Telephone: 0121 446 2200

**Deadline**
The deadline for the post is Monday 8th July 2019 (to arrive no later than 12 noon).

**Equal Opportunities Policy**
Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages. If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has
been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed. For further information about how the College processes personal data please visit our website.

Candidates with a Disability
The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Director of Human Resources.

Rehabilitation of Offenders Act 1974
In accordance with the above Act employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

Disclosure and Barring Service Check
The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

Appointment is subject to you obtaining a satisfactory Enhanced Criminal Records Check through the Disclosure and Barring Service (DBS). The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription of an annual basis. There will be a small annual cost to the individual. The College will undertake ‘status checks’ on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

The Selection Process
Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. All candidates invited to interview will be asked, on the day, to complete a practical task. The results of these assessments will be used to decide whether to shortlist you further for interview. The interview panel usually consists of three or four members of senior and middle managers.

During the interview we ask the same main questions to all candidates, as well as any supplementary questions either arising from initial responses or specific to individual applications. At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible.