



Co-op Academy
Walkden



Application Pack

Principal's PA

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Welcome from the Leadership Team

Thank you for your interest in the role of Principal's PA at Coop Academy Walkden.

At Coop Academy Walkden, we pride ourselves on delivering an academic curriculum in a comprehensive setting. You will find our Academy calm and purposeful and like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly our we are.

We aim to fully embed the Cooperative Values and Ways of Being, using these as our driving force for positive change as we continually make improvements to our provision. We are committed to improving outcomes for every student, giving us a clear and moral purpose to dedicate our time to ensuring that all of our students' aspirations and futures are highly successful and prosperous, regardless of background.

If you want to visit the Academy please come and see what we see every day – a wonderful Academy and vibrant community.

The successful candidate will be joining our Academy and we look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to be 'Z. Blum', with a large loop at the end.

Chief Education Officer - Greater Manchester

What makes our Academy amazing?

- We love recognising our pupils' successes, not just through our rewards system but also through acknowledgement and respectful recognition for those students going above and beyond expectation every single day.
- Our pupils' behaviour is fantastic. We have lovely, engaged pupils who are very capable and want to learn.
- Our pupils have amazingly supportive parents who will back you up with learning and behaviour.
- We broaden our pupils' horizons with a wide range of trips. Last year our pupils visited the following (to name a few):-
 - Los Angeles (Media Studies trip)
 - Sorento, Italy (Ancient History trip)
 - Villa Real (Football Tour)
 - New York (Business & ICT trip)
 - Chateau du Broutel (Y7 French trip)
 - Montgenvre, France (Ski trip) -

Our pupils give back to their community

- Our pupils put on a vast array of expressive and creative arts shows and exhibitions, for example: Annie this year, Wizard of Oz last year, Express Yourself Showcase, Oscars Night and Creative Showcase & Careers Exhibition.
- Our pupils complete the Duke of Edinburgh Award and volunteer in our local community.
- Our pupils raise huge amounts every year for a whole Academy charity (£3,860 last year for Teenage Cancer Trust) and support a wide variety of other charities.
- Our pupils participate in and win most of the wide range of sporting activities offered; girls & boys football & rugby, netball, basketball, athletics and cricket.
- Our pupils are dedicated to our inclusive community, including a clear commitment to eradicating HBT language.

General Academy Performance

	Basics (C+/4+ En & Ma)	English C+/4+	Maths C+/4+
2018	62	79	64
2017	62	78	68
2016	60	81	62
2015	63	76	72

Job Advertisement

Principal's PA

Salary: £26,999 - £29,636 (Grade 3B SCP 23-26)
(full time equivalent)

Actual salary: £23,364 - £25,646

Contract: Permanent, Term Time Only plus 5 additional days.

Hours: 36

Start date: as soon as possible

Benefits include:

- Local Government Pension scheme
- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: Wednesday 14th August 2019

Interviews to be held on Thursday 22nd August 2019

Applications: must be on our application form: please our website

<https://walkden.coopacademies.co.uk/> for an application form and return your completed form via email cooper.l@walkdenhigh.co.uk or post to:

Lisa Cooper
Human Resources
Co-op Academy Walkden
211 Old Clough Lane
Walkden
M28 7JB

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for eighteen academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

For more information about the Trust and other vacancies please visit our website coopacademies.co.uk

[Co-op Academies Trust](#) as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

To apply:

If you feel you have the relevant experience or appropriate skills to strengthen an already excellent team, please apply. Application forms are available from TES on-line, the Academy website www.walkden.uk.com, or by e-mail to cooper.l@walkdenhigh.co.uk

Job Description and Person Specification

Salary Grade: 3B point 23 - 26 £26,999 - £29,636

Actual salary - £23,364 - £25,646

permanent and Term Time Only plus 5 additional days)

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JOB DETAILS:

Job Title: Principal's PA

Directly responsible to: Principal

Hours of Duty: Full time (36 hours) Term Time Only plus 5 additional days (3 INSET days & 2 at Principals discretion)

Summary of the role:

To provide a comprehensive and confidential personal assistance service to the Principal, and to be the main contact between the Principal and all personnel, both within the school and in relation to external arrangements.

Ensure an efficient administrative support to the Principal, in order to maximise effectiveness and have an overall .

1. Main Duties and Responsibilities/Accountabilities:

- In all matters act as the first point of contact for the Principal.
- To organise meetings for the Principal including inviting other participants to the meetings.
- Handle all confidential correspondence with discretion.
- Arrange and manage an appointments diary for the Principal.
- Liaise with the Leadership Team concerning priorities, deadlines, policies and procedures.
- Type letters and confidential reports upon the request of the Principal.
- To act as the first point of contact for visitors, staff, governors and students who have a meeting or wish to speak to the Principal.
- To arrange refreshments and hospitality for visitors of the Principal, meetings and school events as requested.
- Where appropriate, advising staff on the appropriate person to see if the Principal is not available
- To create, produce, maintain and distribute the school calendar
- Produce accurate and high quality documents such as Governor reports / enclosures and the Staff Handbook.
- Deal with parent queries and decide what action needs to be taken and by whom.
- Minute taking for SLT meetings, meetings that the Principal has with staff, pupils and parents.
- Attend and minute governing body and governing body sub-committee meetings as appropriate and directed by the Principal.
- Determine and manage the Principals filing and information retrieval system.
- Maintain a flexible working approach in order to accomodate day to day operational requirements.
- To assist the HR Advisor with the administration associated with recruitment and selection procedures when required.
- Manage the daily cover requirements for the Academy along with the HR Officer.

2. To provide administrative support to the Principal. This includes:

- Typing letters and confidential reports and references;
- Managing an appointments diary for the Principal;
- Booking accommodation and transport as required;
- Being the first contact for telephone callers and visitors for the Principal;
- Where appropriate, advising staff on the appropriate person to see if the Principal is not available;
- Administration associated with recruitment and selection procedures. This includes obtaining references for shortlisted candidates and the paperwork related to appointments of successful candidates;
- Typing and administration for permanent exclusions, including setting up meetings and collating paperwork .
- Minute taking for SLT meetings, meetings that the Principal has with staff, pupils and parents.

3. To type confidential reports and documents for the Principal and the Vice Principals. This includes:

- Manage and maintain Quality Assurance and Performance Management documentation.
- Typing of documents associated with Performance Management on behalf of the Principal.
- Support HR with maintaining the academy's DBS records and the Academy's Single Central Register. This includes DBS applications when needed and all associated safeguarding checks.
- Be the trained Evolve Co-ordinator in the Academy

Other

- The postholder will be subject to performance objectives, which will be reviewed and agreed annually
- The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed
- Undertake whatever duties might be reasonably requested by the Principal and all times adhering to professional business standards of dress, courtesy and efficiency in line with the ethos of the Academy.
- The person undertaking this post is expected to work within the policies, ethos and aims of the Academy. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions and meetings, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Safeguarding

This Academy is committed to Safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility in doing so.

Person Specification

CRITERIA	M.O.A
<p>Education</p> <ul style="list-style-type: none"> • GCSE Grade C/5/ equivalent in English & Maths • A Level or Level 3 equivalent qualification • Appropriate Staff development or training 	Application Form
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in a busy school environment with competing demands • Excellent literacy skills • High level of general clerical / administrative skills and understanding • Ability to deal with complex administrative procedures • Ability to work with a wide range of professionals • Experience of producing documentation for an internal and external audience • Experience of using Microsoft Word, Publisher, Powerpoint and Excel to produce a range of professional documents • Successful experience in creating, leading, completing and sustaining projects and systems with measurable outcomes 	Application Form & Interview
<p>Knowledge & Skills</p> <ul style="list-style-type: none"> • Effective use of ICT packages including MS Office and Google software • Knowledge and experience of whole school procedures, organisation and structure • High level of experience of SIMS software / modules • Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality • Excellent keyboard skills • Excellent research skills • Ability to build effective working relationships with a wide variety of individuals • Demonstrate an attention to detail and an ability to stick to routine tasks 	Application Form & Interview
<p>Personal qualities</p> <ul style="list-style-type: none"> • Ability to relate well to young people and adults • Work constructively as part of a team as well as independently • Ability to identify own training and development needs • A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills • Must be willing to work flexibly, with a problem solving approach - according to the needs of the school. • Must be able to use initiative, be decisive and able to communicate with confidence • Demonstrate rigour and persistence to achieve goals and targets 	Application Form & Interview

Note to applicants: Please show in your application form, how you best meet these requirements

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. 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.

Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

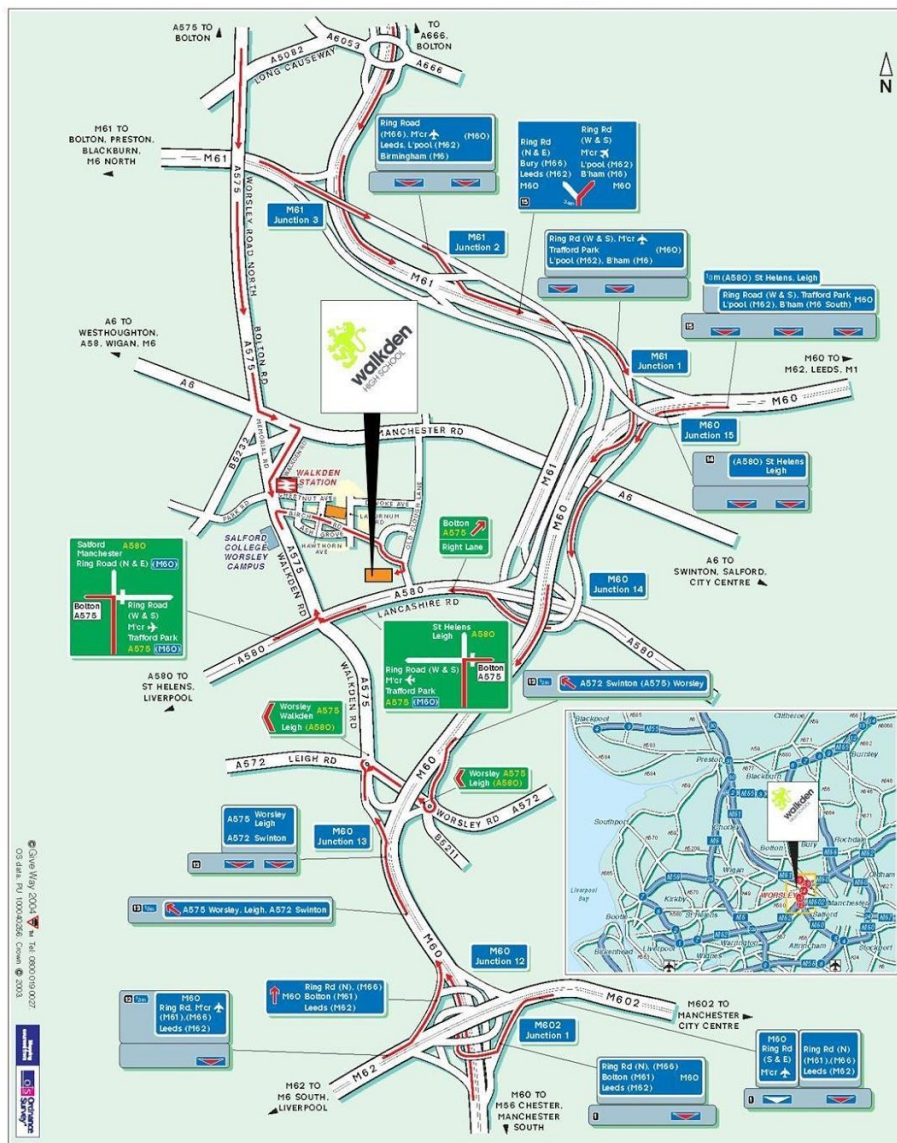
How to find us

The nearest bus stop is just a short walk from the Academy and can be reached via several different bus routes from most other parts of Manchester. The Academy is also located a short walk away from the nearest train station, from which you can travel easily in to Manchester City centre.

Location:

Co-op Academy Walkden is situated in South Walkden (Salford – Manchester) and serves the suburbs of Worsley, Roe Green, Ellenbrook and Boothstown.

The Academy has excellent transport links making it easily accessible from both local and surrounding areas. For anyone travelling by car, the Academy is only five minutes from the motorway. Junction 14 on the M60 ring road is the closest exit, with easy access from the M62, the M61 and the M602 and from the A580



At Co-op Academy Walkden we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.