



Stanborough School



HEADTEACHER'S PA

Information Pack for Candidates
January 2019

Welcome

Dear Candidate,

7th January 2019

Thank you for your interest in the role of Headteacher's PA. We are delighted that you see Stanborough as a school where you can make an impact. This position will offer an exciting opportunity for the successful applicant to work with us as we continue to develop our thriving and dynamic school.

It is a privilege to lead Stanborough School from September 2018. My team share an educational philosophy which promotes the highest expectations and consistent pastoral care. Our core aim is to nurture enquiring minds and to inspire our youngsters to pursue their dreams, leaving our school ready to excel in a future which has limitless possibilities.

Our aim is simple. We want to be a truly outstanding school in every sense of the word and we want to be confident that our students get the best possible education that is ambitious, varied and stimulating. At the heart of everything we do is a desire to ensure that our students receive the highest standards of teaching and learning. Our curriculum is broad and academically challenging in order to prepare students for the rigours of further study or work.

At Stanborough, we care passionately about the development of each student's character, their personality and social skills, the way they treat others and the contribution they make to society. We place strong emphasis on outstanding behaviour. Excellent learning is underpinned by excellent behaviour. We expect our students to show respect when interacting with other members of our school community and to uphold the reputation of the school in the local area.

From September 2017 we became a 7 form entry school. Raising our intake number is a reflection of the success and popularity of Stanborough School in the local area. We will be expanding further in September 2019 and will be moving to an 8 form entry school.

If you are passionate about education and really feel you can make a positive difference to the school then we look forward to receiving your application to join us at Stanborough.



Mrs M John
Headteacher



Stanborough School

Stanborough School is an 11-18 co-educational Academy that sits on the southern fringe of Welwyn Garden City. The school currently has 1096 Students. Due to parental demand for places at the school, from September 2019 we will be expanding to eight form entry. This will require a substantial amount of new premises work to be completed. In December 2014, the school was judged by Ofsted to be 'Good'. We pride ourselves in being a fully inclusive school that serves our local community and on being a school that does its best for each individual student so they can achieve their potential during their time at Stanborough.

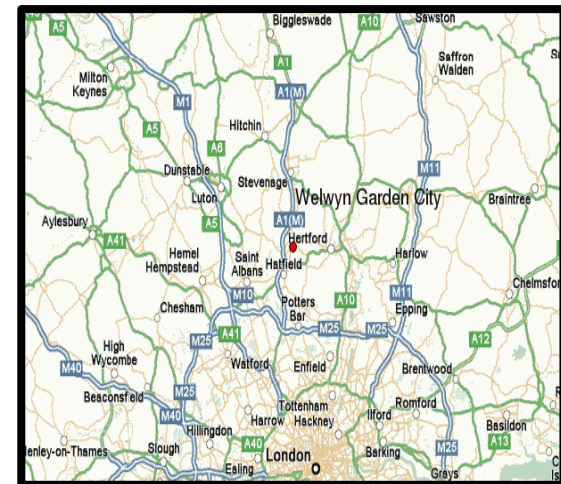
Stanborough is proud of its community involvement. We work closely with the four other local Secondary Schools as part of the Welwyn-Hatfield 16-19 Consortium. We also take a leading role in hosting and developing a number of other key community developments such as the Handside Schools Partnership with a local special school and primary school.

The school boasts excellent facilities including our first-rate IT resources, a legacy of our Specialist Computing Status. With a dedicated Technology block, Sports Hall, Sixth Form Centre and recently refurbished outdoor sports pitches, the students enjoy some outstanding facilities. Our excellent resources in all curriculum areas also show our commitment to giving students a wide variety of curricular opportunities including technology, the performing arts and computing.

Our greatest asset at the school is our staff. We want the best educators for our students and through exceptional retention we have a stable staff with very low turn-over. A number of staff who started at the school as NQTs now find themselves in senior positions at the school.

With the appointment of a new Headteacher from September 2018, this is an exciting time to join the school and become part of an ambitious and hard-working team dedicated to moving the school forward. We are looking for staff who will embody our four principles of High Expectations; Mutual Respect; Quality Learning and Success for All





HEADTEACHER'S PA



JOB DESCRIPTION

Grade: H6 – H7
37 hours per week, term time + 10 Days

Responsible to: Headteacher

Job context and working arrangements:

You will work as a PA to support the work of the Headteacher. You will be based in the Headteacher's PA's office, adjacent to the Headteacher's office.

Purpose of your job:

To provide a confidential and personal secretarial service to the Headteacher and the school.

Main Responsibilities:

- To provide full secretarial and administrative support to the Headteacher with minimum direct supervision.
- To manage the Headteacher's diary with consideration of balancing demands on time.
- Ensure all relevant paperwork is given to the Headteacher in advance of meetings and highlight any forthcoming events etc. which she will be attending.
- To act as a point of contact for the school, and if possible, offset queries and problems from the Headteacher.
- Organise own workload and priorities, on a day to day basis, using own initiative and knowledge of the work.
- Answering telephone and other enquiries - referring to a Deputy Headteacher in absence of Headteacher when necessary.
- Dealing with parents' enquiries.
- Maintain good relations with public, press and voluntary bodies.
- Maintaining an efficient filing system.
- Liaise effectively with the Senior Leadership Team (SLT), HR Officer, PA to SLT and Office Manager in balancing priorities and ensuring effective communication.
- To provide hospitality for all meetings led by the Headteacher and some key events in the school's calendar.
- Management of complaints and Freedom of Information requests received by the Headteacher.

Knowledge, experience and training

- Excellent IT skills including Microsoft Word, Excel, PowerPoint and SIMS
- The ability to work with initiative and common sense
- Good inter-personal skills
- Good time management and prioritisation skills
- Accuracy and checking of work for quality

Full training will be provided as necessary in line with the requirements of the post and changes in technology.

Additional Information:

All staff at Stanborough School have a comprehensive package of support, training and performance management, giving scope for personal and professional development. Support Staff meet regularly with the Headteacher to discuss whole-school issues and contribute to the overall development of the school.

It is a requirement of all staff that they sign the IT Acceptable User Policy and attend Safeguarding and Prevent training.

Whilst every effort has been made to explain responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

January 2019

HEADTEACHER'S PA PERSON SPECIFICATION



Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualification in maths and English • Experience in using Microsoft Office • Good typing skills • Willing to undertake further training 	
Professional Experience:	<ul style="list-style-type: none"> • Experience of working in professional and administrative support to a senior manager/leader 	<ul style="list-style-type: none"> • Experience of working in a school
Experience, knowledge and skills	<ul style="list-style-type: none"> • Ability to communicate effectively both orally and in writing • Resilient and able to work under pressure • Excellent attention to detail and accuracy • Self-reliant and can work on own initiative • Ability to plan and organise • Good telephone manner • Reliable, well organised and committed to high standards 	<ul style="list-style-type: none"> • Experience of school office systems • Knowledge of safeguarding requirements
Personal Qualities	<ul style="list-style-type: none"> • Ability to be discreet, trustworthy and able to maintain confidentiality • Co-operative, flexible and responsible • Sympathetic to the needs of the school community • Show good judgement and can prioritise according to the requirements of the post • Equality – supports equality and diversity and respects stakeholders regardless of personal characteristics • Ability to communicate well with young people and has a friendly disposition • Punctual, with a smart, professional appearance • Patient and can maintain optimism when the going gets tough • High level of organisation and an eye for detail 	

How to apply and the Selection Process

7th - 21st January 2019

Application Window

Visits to the school for a tour and a meeting with the Headteacher before applying are welcomed.

**21st January 2019
(1 p.m.)**

Deadline for applications

Applications should be sent to
sdelaney@stanborough.herts.sch.uk

**Week commencing
21st January 2019**

Formal interview at the school

