

# BURNTWOOD

## AN ACADEMY FOR GIRLS

Principal: Mrs Helen Shorrock BSc PGCE

Burntwood Lane, London, SW17 0AQ

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Roll: 1,544 (Sixth Form 413)



## Recruitment Pack

# Join us

### PA to Senior Leadership Team

Closing date: Tuesday 21<sup>st</sup> May 2024, 1pm

Start Date: September 2024

‘The best education today, for the women of tomorrow.’

## Job Advertisement

### **Role: PA to Senior Leadership Team**

Full time/Part time: Full Time, Term Time Only

Working Hours: 36 hrs per week, 08:30 to 16:30, Mon - Fri

Salary Grade: Inner London NJC Scale 4, SP7 (currently £26,070 per annum)

Reporting to: Senior Leadership Team

**Commencing: September 2024**

Applications are invited for a reliable, experienced and highly-organised PA. This role will be responsible for providing comprehensive PA/Administrative support to the Senior Leadership Team. In addition to experience gained in a PA role, previous experience of working in a secondary school will be advantageous.

Burntwood is a popular, highly successful, multi-cultural school. We put equality, safeguarding and inclusion at the heart of our ethos. Burntwood has a strong corporate identity characterised by our firm commitment to the UNICEF Convention on the Rights of the Child. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful applicant will be subject to pre-employment checks including an enhanced DBS check.

Please read the Applicant Info Pack for full details of the job responsibilities and person specification. This will be helpful for you when completing your application, and throughout the recruitment process. Details of this vacancy is also available on our school website: <https://www.burntwoodschool.com/staff/current-vacancies/>.

Should you require any other details please contact our HR team at [recruitment@burntwoodschool.com](mailto:recruitment@burntwoodschool.com)

### **How to apply**

**To apply for this role, please select 'QUICK APPLY' on the TES recruitment website and complete the online application form.**

[PA to Senior Leadership Team, Wandsworth - Tes Jobs](#)

**CVs or any other form of application will not be accepted.**

Closing date for applications is **Tuesday 21st May 2024 at 1pm.**

The interview date is to be confirmed.

## School Information

### About Burntwood – An Academy for Girls

Click [HERE](#) to view our school video.

Thank you for your interest in working at Burntwood. We hope that the information provided here and on [our website](#) will help you with your application and give you a flavour of our school.

Burntwood is a highly successful academy for girls. We are an 11-19 comprehensive school with 1,553 students, of whom 413 are in our mixed Sixth Form. The majority of our students progress to our Sixth Form and the vast majority then on to university and higher education.

Burntwood was rated as “Good” by OFSTED at our last Inspection in January 2020 and we are very proud to be one of only two secondary schools in London (and one of only 16 secondary schools in the United Kingdom) to have been awarded the highest level of the UNICEF Rights Respecting School Award: Level 2. We also have Artsmark Gold, Sportsmark and Healthy Schools status as well as SMSC Quality Mark and International Schools Mark.

We work in partnership with a number of higher education providers, local schools, and other educational bodies to enable our staff to access a range of different learning opportunities. In recognition of the quality of our professional development we have been awarded the Professional Development Platinum Mark by UCL (Institution of Education).

At Burntwood, staff work in a harmonious atmosphere with students who get on well together and happily respect each other’s cultural backgrounds. They openly acknowledge and celebrate their different abilities and talents. Students enjoy a wide range of extra-curricular activities including choir, orchestra, shows and sporting activities.

Burntwood School was rebuilt in 2015 and the quality of the design of the School led to it winning the prestigious Stirling Prize for 2015. We are proud of our new state of the art learning environment which is fully equipped to enable us to continue to deliver an excellent education and broad and balanced curriculum to our students and the wider community.

As a member of Burntwood staff, you would join a team of dynamic and committed professionals who work to develop enquiring, informed and resilient students who are able to meet the demands of a rapidly changing world.

## Person Specification

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The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the below criteria listed.

Experience & Knowledge		E	D
1	Experience of working as a PA, in an administrative environment and of working in a school environment is advantageous, preferably with some knowledge of school data systems		x
2	Punctuality, reliability and ability to maintain a high level of confidentiality is essential	x	
3	Ability to communicate positively and effectively at all levels with excellent written and spoken English	x	
4	Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail	x	
5	Ability to be an effective team member using initiative, being proactive and having a flexible approach to work	x	
6	Ability to understand and take full account of visitor needs	x	
IT Knowledge			
7	Advanced knowledge of the Microsoft Office Suite, specifically Word and Excel	x	
Behavioural Competencies			
8	Excellent analytical and multi-dimensional communication skills	x	
9	To have a strong understanding of the Academy: its culture, climate and values	x	
10	To act in accordance with authority, organisational standards, needs and goals of the Academy	x	
11	Ability to be flexible and to provide PA cover at short notice	x	
12	Strategic approach, ability to see the 'big picture' and also think 'outside of the box'	x	
13	Ability to meet deadlines ensuring output consistently is of an exemplary standard	x	
14	Must have the upmost integrity as well as high levels of motivation and commitment	x	
15	Proactive approach and efficient time management and prioritisation skills	x	
16	Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Trust	X	
17	Undertake training as required to fulfil the requirements of the role	x	
18	Support the Academy through your actions, communications & attitude, adjusting performance & practice in accordance with initiatives and findings	x	
19	Play an active role in the safeguarding of students, adults & stakeholders	x	
Qualities			
20	To maintain a personal commitment to professional development linked to the competencies necessary to deliver the needs of the role	x	
21	To practice equal opportunities in all areas of the role and work	x	

E = Essential D = Desirable

## Job Description

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### The Senior Leadership Team

The Senior Leadership Team (SLT) consists of nine members of staff working together with the Principal at Burntwood School. This role will support four members of the team; two Deputy Principals and two Assistant Principals.

### Job Summary

The successful candidate will play a key part in providing a confidential secretarial and administrative service to the Senior Leadership Team.

The successful applicant will be well organised, personable and motivated. The role requires a highly efficient and professional approach, alongside the ability to take initiative and work successfully both independently and as part of a team.

You will have experience of working in a dynamic and challenging PA/administrative environment, preferably within a secondary school, with the ability to handle sensitive and confidential information. You will have excellent administrative and organisational skills. You will be flexible and able to adapt to the changing needs of the School.

The post holder's key responsibilities are, but not limited to:

### Main Duties and Responsibilities

- 1 Act as a first point of contact within the school for staff, trustees, governors, local authorities, parents and others seeking contact with the Senior Leadership Team (SLT).
- 2 To assist the SLT in organising their administrative workload.
- 3 Liaise with the SLT regarding the events of the day and following up resultant actions.
- 4 Maintain complex diary management for the SLT, arranging appointments and meetings as appropriate, ensuring that they are adequately briefed and have all relevant papers to be discussed.
- 5 Assemble and prepare papers required by the SLT to attend meetings, prepare reports, or reply to requests for information.
- 6 Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- 7 Arrange a variety of meetings and, when required, take accurate minutes/notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- 8 To draft correspondence and other documentation to the SLT's specification.
- 9 Make any telephone calls as requested by the SLT and follow up any resultant actions.
- 10 To deal with electronic mail, both incoming and outgoing, in a secure manner.
- 11 Support the SLT in the organisation and detailed planning of special events, such as parent/teacher meetings.
- 12 Organise workload and prioritise on a daily basis using own initiative and knowledge of the work with minimum supervision from the SLT.

- 13 Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- 14 Assist in the preparation and distribution of the agenda and papers required for SLT meetings.
- 15 To assist in dealing with complex enquiries or difficult visitors to the school.
- 16 To support SLT with their link roles to the pastoral teams. This may include student interactions e.g. collection from classrooms.
- 17 To undertake word processing, electronic communication, filing, photocopying work and to take accurate minutes of meetings as required.
- 18 Comply with all school policies and procedures, particularly those relating to safeguarding and child protection, equality and diversity, health and safety, behaviour and data protection, reporting concerns to the appropriate person.
- 19 Attend relevant training and take responsibility for own development.
- 20 Attend relevant school meetings as requested by the SLT.
- 21 Attend occasional evening events and other school events as required.
- 22 Communicate with Local Authorities, outside agencies, parents, carers and the local community and make contact with any other individuals who have business with the school.
- 23 Undertake project/research work as required.
- 24 To liaise with SLT in order to compile, plan and update the whole school calendar and the yearly planner.
- 25 Other duties as reasonably requested by the SLT.

### **Safeguarding**

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- Ensure that the Safeguarding Team, particularly the Designated Safeguarding Lead, is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

### **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

### **Equal Opportunities**

Actively support the School Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Health and Safety**

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

### **Safer Recruitment**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. In line with [Keeping Children Safe in Education \(KCSIE\)](#), the school may consider carrying out an online search as part of due diligence on shortlisted candidates, in order to identify any safeguarding or suitability issues.

**Additional Information**

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of particulars of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Principal and the nominated Senior Team link. Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description may be reviewed annually in the light of those changing requirements and in consultation with the post holder and Principal.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:

Sign:

Date: