



**ROYAL
WOOTTON
BASSETT**
ACADEMY TRUST

Application Pack

PA to Headteacher

Required September 2021

Scale F £22,183 (FTE)

37hrs per week, term plus 2 weeks

Deadline: Monday 2nd August 2021



Dear Applicant

Thank you for your interest in working for The Wellington Academy, part of the Royal Wootton Bassett Academy Trust. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Wellington Academy opened in 2009 to serve Tidworth, Ludgershall and the surrounding area: an area with a significant military presence. Consequently, we are proud to educate a large number of children from service families and with the growing super-garrison based on Salisbury plain we expect our numbers to continue to rise.

We are seeking to appoint an ambitious and innovative PA to provide full administrative support for the Headteacher, Deputy Headteachers and ad hoc support to all Heads of Year and Student Managers. The role must act in accordance with school policies and procedures and relevant legislation, particularly in relation to safeguarding, child protection and behaviour management.

If you believe you have the commitment and desire to work in an environment which values all staff as well as setting the highest standards and expectations, then please apply using the Trust application form. The application form is available with more details from our website at www.thewellingtonacademy.org.uk.

All completed applications should be sent to the HR Department for Wellington Schools hr@twschools.org.uk.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment. If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

I look forward to reading your applications.

Yours sincerely
Steven Paddock
Headteacher



Job Description
Reports to: Headteacher

Purpose:
To provide an efficient, comprehensive and confidential support service to the Headteacher and to support the aims and ethos The Wellington Academy.

- Key Accountabilities:**
- To act as a ‘gatekeeper’ and manage the flow of contact to the Headteacher, filtering all communications and exercising judgement with regard to the degree of urgency and high standards of tact and diplomacy in the referral of matters
 - To support the flow of communication from the Headteachers’s office and act as a brand champion, maintaining a coherent brand message across all communications
 - To offer advice and guidance to a range of stakeholders on a range of matters, interpreting school guidelines and procedures to reach appropriate solutions.
 - Uphold and demonstrate explicitly the vision, values and aims of the school and to actively contribute to their development.
 - Work alongside all other staff to promote appropriate professional behaviours and a positive ethos within the school.
 - To manage and co-ordinate the Headteacher’s diary and organise meetings, as appropriate.
 - To note and coordinate the Headteacher’s follow-up actions at the end of key meetings and from correspondence.
 - Maintain and devise office systems, including data management and filing.
 - Screen phone calls, enquiries and requests, and handle them when appropriate.
 - Meet and greet visitors at all levels of seniority.
 - Carry out background research and presenting findings.
 - Organise and attend meetings and ensure the head is well prepared for meetings.
 - To draft memorandums, letters and reports (including Governor and Trustee Reports) for the Headteacher’s approval.
 - To manage Headteacher’s correspondence, including email.
 - To take minutes of meetings for example leadership meetings, premises meetings and governing body committee meetings, and publish those minutes in a timely fashion.
 - To manage the school pupil progress information, including excel spreadsheets and data analysis Provide administrative support to members of the senior leadership team as directed by the head.
 - Work alongside the senior leadership team, supporting the strategic direction of the school.
 - Provide hospitality for meetings as required.
 - To undertake other reasonable duties commensurate with the grade of the post.
 - Provide effective media liaison and deal with media enquiries in accordance with Trust protocols.
 - Undertake training to become a Qualified First-Aider and Fire Warden.

Administrative Support for Year Groups which include: Attendance data and letters as required, Parent Information Evenings, Celebration Evenings, Parents Evenings – letters and organisation of the evening,

Administrative Support for After School Detentions which include: Tracking communication from Teachers, SIMS - changes/updates/ addition of detentions/correction of errors, Production of data for SLT/HOY/HODs

Community Events which include: Database maintenance for bookings, Printing of labels, Certificates

Administrative Support for Awards Process which include: Set up on SIMs and awarding points in SIMS for Bi weekly conduct card awards and positive points awards, Sending letters home and emails via in touch on behalf of tutors and HOYs, Collation of rewards and “extra” rewards not on SIM, Produce certificates/letters

Administrative Support for Reset Room and Internal Exclusion Room which include: Termly creation of Attendance Logs, Production of termly data

Safeguarding Support which includes: To complete any reports as necessary, To manage diary, To organise Safeguarding CPD for all colleagues

SIMs Intouch which includes:Administrative support for SIMs Intouch, Monitor and check messages via SIMs Intouch and direct them throughout the Academy as and when needed

RVBAT Behaviours
To deliver ‘Excellence in Education’ through our key values as follows:
Compassion:To understand and recognise the needs of the members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.
Respect: For the traditions, knowledge and experiences gained over many years in Academies through developing and supporting both staff as they progress through their careers and pupils as they leave school.
Ambition: For the community for the future, it’s economic development, it’s safety, it’s ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

The postholder may be required of perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section Three Paragraph 35).



Person Specification

Criteria which will be measured at application and at any subsequent interview

Qualifications

- Educated to level 3
- GCSE Maths and English

Personal qualities:

- Always maintain confidentiality
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations, as well as make people feel positive and included.
- The capacity to remain calm and to cope with the unexpected.
- Excellent time keeping and attention to detail.
- Committed and enthusiastic.
- Confident, positive and flexible attitude.
- Positive mindset.
- Willingness to learn and to deliver excellent service.
- Love of working in an environment that is centred on children.

Essential skills & knowledge:

- Highly effective written and verbal communication skills – ability to compose letters accurately.
- Ability to work on own initiative and make decisions.
- Ability to work as a member of a collaborative team.
- Excellent organisational and planning
- Ability to relate to all personnel and children within the school environment.
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy preserving the integrity of school information and complying with the requirements of the Data Protection Act.
- Knowledge and experience of whole school procedures, organisation and structure.

Desirable experience:

- Previous experience working in a school environment within administration, or in a working environment as a Personal Assistant.



How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: Monday 2nd August

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews: TBC

Completed application forms should then be returned marked confidential to the following address:
hr@rwbatrust.org.uk

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form. CVs will not be accepted.

Royal Wootton Bassett Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.

Useful information

Royal Wootton Bassett Academy Trust website: [Click here](#)

