



CJT/DP

7 January 2021

Dear Applicant

PA to the Principal & HR Officer – Full Time (52 Weeks)

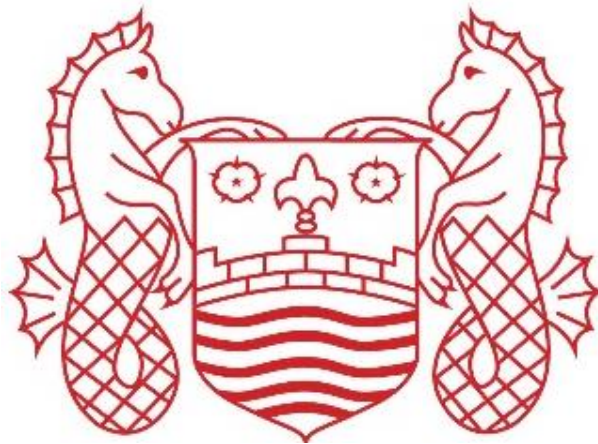
Thank you for your enquiry about the post of PA to the Principal & HR Officer at The Netherhall School and The Oakes College. I hope that this pack gives you all the information that you need at this stage and that we can look forward to your application.

The closing date for all applications is **Thursday 21 January 2021 at midday**

Please send your completed application form, together with a letter of application to Ms Martyna Rownicka, HR Administrator, hr@netherhallschool.org

Yours sincerely

Chris Tooley
Principal



Information for Applicants

Netherhall School, including The Oakes College Cambridge, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

An Anglian Learning School



Information for applicants

About Us

The Netherhall School has been offering high quality education in Cambridge for over 145 years and boasts a strong recent track record of exceeding national performance targets and expectations.



Netherhall School has developed and grown since it welcomed its first student on the 9 January 1871 and has adapted constantly to the needs of the community and the changing demands and ethos of the educational sector. The history of the school encompasses being a grammar school, a comprehensive school in 1974, a Foundation school and now an Academy. For many years it was the only school in Cambridge that offered a 6th Form and, still today, is the only school based Sixth Form offering A Levels.

In February 2016, Netherhall School became an Academy, joining with Bottisham Village College, to become part of the Bottisham Multi Academy Trust. Bottisham Village College has an Ofsted rating of Outstanding in all areas and the alliance allows the sharing of good and outstanding practices and to share experiences and strengths which are only gained with time. On the 1st September 2016, the trust grew to four schools with the addition of Sawston Village College and Bassingbourn Village College, two high performing schools just outside Cambridge. At the same time, the name of the trust changed to 'Anglian Learning'; this has brought increased opportunities for collaboration and career development. The Trust has continued to grow in recent times with the addition of primary and secondary institutions and now comprises of 13 schools, both Primary and Secondary.

Our examination results over recent years have been excellent with A level results in excess of targets and GCSE results well above national benchmarks. Our Progress 8 score has been consistently positive which, given the inclusive nature of the school, is impressive: schools in Cambridgeshire do not permanently exclude students so these figures contain student who, in other authorities, would be taken off roll.



Our Students

Netherhall School is set on the outskirts of Cambridge and serves both the City and the surrounding rural villages. As a result, student admissions are from a diverse range of backgrounds

We want all of our students to feel happy and secure. We have a well-developed pastoral care system and staff genuinely care about the students as individuals. We encourage students to

assume and enjoy responsibility as Duty Students and through our Student Ambassador and Leadership schemes. Our highly skilled staff work closely with students, monitoring their progress to ensure they achieve their potential. There is an excellent student volunteer peer-counsellor scheme and students are encouraged to play an active part in the running of the school through the School Councils. We understand that students need a range of skills and opportunities to fulfil their potential and therefore encourage students to undertake a full range of extra curriculum activities in addition to the educational requirements. Staff give their time freely to run a very broad range of activities from the traditional sports and drama to Warhammer Club and Language Leaders.

The Ofsted report of October 2018 gave a rating of Good in all areas with some areas of outstanding strength. Typically, we are not resting on our laurels and pushing forward to gain even stronger judgements next time around.

Many of our students choose to stay at Netherhall for seven years, progressing from Year 7 through to our highly successful sixth form, The Oakes College, Cambridge. The centre has an excellent reputation in the City of Cambridge and beyond and many students join us from other schools for their post-16 studies. We have an impressive track record in placing students in Higher Education, including Oxbridge and in employment.

In 2019 the A levels qualifications gained by students were impressive with 36% of grades at A* - B; 62% A* - C and 99% A* - E.

Our staff

We recognise and value the skills, knowledge and expertise of all our staff and are committed to supporting their professional development. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main school priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise. Cross collaboration between other local schools and schools in the Trust is also encouraged so that best practice is formulated.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy school events such as concerts or staff socials and there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



Leadership Team

Mr Chris Tooley	Principal
Mr Richard Wilson	Deputy Principal
Mr Daniel Berry	Deputy Principal
Mr Steve Lewis	Assistant Principal
Mr Tom Hunter	Assistant Principal
Mr Chris Woods	Assistant Principal
Miss Helen Parfect	Assistant Principal
Mr Karim Marsaoui	Head of Oakes College Cambridge (6 th form)
Mr Sean Dooley	Senior Teacher – Curriculum Renewal

The Oakes College

Oakes College Cambridge, formerly known as Netherhall Sixth Form Centre, has a long tradition of supporting young people to achieve excellence at A-level and Applied courses. The Oakes College builds on these great foundations, embracing its role as a key provider of post-16 education for the Anglian Learning Trust. We provide continuity of high-quality education, both for students who have progressed through Trust schools and for those adding the richness and diversity from within the high-quality educational landscape of Cambridgeshire.

Oakes College is all about people; ambitious students who are determined to achieve; committed professionals who love teaching and a dedicated pastoral support team. We take pride in knowing each student as an individual and our ethos of “Inspiring, Individual, Inclusive” is reflected in everything we do.

For further information about The Oakes College, please visit website: <https://oakescc.org/>

Cross-Site Roles

One of the benefits of being a member of a larger Trust is that certain staff with particular skills can be utilised by all the schools within the Trust. The Trust has and is developing a structure which ensures that all schools within the Trust are fully supported in key areas:

Ms Charity Main – Finance Director

Mr Richard Mayer – ICT Director

Mrs Claudine Bateman – Head of Operations

Ms Kathryn Oliver – Director of HR

Partnership with Parents

We are a warm and welcoming community which places a high importance on working with families and getting to know each of our students as individuals. We engage with parents through a variety of mediums; parental internet, regular newsletters, Parents' Evenings, written progress reports as well as individual responses to queries. We are keen to engage parents from all backgrounds and to adopt strategies which will enable us to communicate better with all parents regarding their child's progress and development.

The Parents and Friends of The Netherhall School (PFNS; or Puffins!) meet regularly to put on school events but also to provide the stakeholder feedback so vital to continuing and deepening relationships.

Equal Opportunities

Netherhall School is an Equal Opportunities employer.

Job Description

Job TITLE: PA to the Principal & HR Officer

Hours of work: **37 hours per week (full time)**
8am to 4pm Mon to Thurs
8am – 3.30pm Fri

RESPONSIBLE TO: Principal

Responsible for: School Administration team leader including line management of:
Admin Apprentice
HR Admin Assistant
day to day supervision of Attendance Officer
Receptionist/Administrator

Grade: Scale 6

PRINCIPLE RESPONSIBILITIES:

- To provide a comprehensive and fully confidential PA service to the Principal.
- To work closely with the Anglian Learning Director of HR to provide HR administration, support and advice to staff, liaising with the school's Finance team and the school's HR and payroll adviser (EPM Ltd).
- To support the school in achieving its aims and objectives by leading the school administrative team to ensure effective administration is provided across the school.

MAIN RESPONSIBILITIES:

Personal Assistant to Principal

1. To provide a comprehensive and fully confidential PA service to the Principal and members of the Senior Leadership Team as required, dealing with all matters with discretion and diplomacy in accordance with excellent administrative practice.
2. To ensure the Principal's office environment is maintained in accordance with Data Protection regulations and provides a professional work/meeting space that is appropriate to host meetings with internal as well as external stakeholders.
3. To be the first point of contact for the Principal and for any callers or correspondence addressed to the Principal; re-directing and responding to calls and correspondence on behalf of the Principal where appropriate in order to minimise unnecessary interruptions and facilitate effective diary management and organising meetings and appointments as required.
4. To provide effective and timely administrative support to senior member of staff in charge of Complaints – acknowledging formal complaints and ensuring the investigating officer is provided with supporting documentation and that outcomes

are reported to complainant within the appropriate timeframe (in line with Anglian Learning Complaints policy).

Ensure that Clerk to Governors and central AL HR team are provided with information on a termly basis regarding formal complaints and whistleblowing cases.

5. To ensure the Clerk to the Governors and the central Anglian Learning team are provided with information on a term basis regarding complaints and whistleblowing cases.
6. To produce documentation required by the Principal e.g. Principal's report to Local Governing Body, working to a range of deadlines and ensuring that all documents are fully and accurately completed.
7. To liaise effectively with all members of the Anglian Learning school community including Governors, staff, parents, students, school partners and external contacts.
8. To liaise and provide a positive, friendly, polite and sensitive interface with all members of the school community including Governors, staff, parents, students, school partners and external contacts. To maintain a visit profession presence within the academy at all times.
9. To liaise with members of the Local Governing Body and Clerk to the Governors and distribute information as required. (The constitutional affairs of the Local Governing Body will be discharged by a Clerk to the Governors.)
10. To liaise with outside agencies, educational establishments, and other organisations on behalf of the Principal and Senior Leadership Team.
11. To manage and maintain confidential files and databases ensuring that all relevant statutory returns and surveys are completed and returned within required deadlines.

Office Manager/Team Leader

12. To lead reception and school administration staff team ensuring that effective and efficient administrative support is provided that meets the school's short- and long-term needs.
13. To support the continued professional development of all staff including Apprentices across key areas of school functions.
14. To ensure that the school's corporate image is maintained by monitoring and overseeing the standard of school correspondence to external stakeholders, in particular, messages published via In Touch (parental communication system) and letters (using an accurate school letter head and compliment slips consistently across the school)
15. To ensure adequate central stationery supplies are maintained.
16. To authorise the payment of invoices relating to the General Administration Expenses budget (including hospitality, postage, and stationery etc.), ensuring that goods have been received and that invoices match quotes given.

17. Ensure all correspondence is appropriately documented, filed and kept up-to-date.

HR

1. To work closely with the Director of HR to provide HR support and advice to staff, liaising with the school's Personnel Adviser (EPM Ltd), as necessary.
2. To network effectively with other HR professionals working within other Anglian Learning schools to ensure fair and consistent approach to HR policy and procedure.
3. To oversee the maintenance of the EPM portal as necessary, ensuring that any changes and updates/additional information are entered in time to meet EPM monthly payroll deadlines.
4. To assist the Netherhall Finance Manager with checking of monthly payroll costings prior to authorisation, in particular monitoring payroll changes/overtime.
5. To ensure the Finance Manager has accurate information regarding changes made to HR payroll and employment details in order to keep the school finance system (IMP) accurate and up to date.
6. To line manager the HR Administrator and support their professional development.

To oversee the employment process and documentation, initiating HR procedures within school guidelines and standards, including Data Protection:

7. To ensure best practice in the procedures integral to the recruitment and selection of staff, in liaison with other relevant members of staff (e.g. Subject Leaders, senior Support Staff); the Principal/Senior Leadership Team members and Governors.
8. To ensure fair and consistent **recruitment and selection** process of staff is carried out in line with relevant AL recruitment policy and procedure:
 - Creation of adverts
 - Placing of adverts on EPM website, school website and external media e.g. TES and Cambridge Evening News
 - Co-ordination of application packs - job descriptions, person specifications, Department information
 - Collation of applications for interview panel including creation of record of shortlisting
 - Organisation of interviews:
 - Room bookings
 - Invitation to interviews
 - Governor participation if applicable
 - Student participation as necessary e.g. tours of school
 - Refreshments including lunches
 - Interview schedules
 - Requesting and monitoring of references
 - Completion of relevant forms
 - Advising IT and other staff members as necessary
 - Maintenance and archiving of recruitment related records

9. Assist in ensuring that the school's **safeguarding procedures** are adhered; in particular by:

- Maintaining the Single Central Record (SCR) for all regular visitors to the school site: including employees and volunteers, agency staff and contractors.
- Applying for List 99 Police Checks and for enhanced level DBS applications
- Organising and providing administrative support for essential safeguarding training for all personnel listed on the SCR, in liaison with lead Child Protection Officer.

10. Ensure appropriate Local Authority submission deadlines are met and that procedures are in place to upload the annual School Workforce Census.

11. To ensure all **staff absences** are accurately recorded on SIMS and EPM databases and that patterns or significant medium to long term sickness absence are monitored and managed effectively in accordance to AL sickness absence management policy.

12. Assisting in the implementation of the annual **support staff performance management** (appraisal) procedure.

13. To oversee the process of maintaining and updating the annual staff handbook.

14. To oversee the process of maintaining compliance with GDPR

15. To promote equality and diversity within the school and support the Director of HR in monitoring of equality.

16. To undertake any other professional duties reasonably delegated by the Principal.

18. Be aware of and comply with Health and Safety regulations and all school policies and procedures.

OTHER INFORMATION

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties are not exclusive nor exhaustive and further duties may be required as commensurate with the post as required by the Principal.

This job description will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Job Title: HR and PA to Principal

	Essential	Desirable	Evidence
Qualifications and Training	<ul style="list-style-type: none"> Good educational qualifications to A Level or equivalent Grade C/4 or above in GCSE (or equivalent) Maths and English 	Relevant Higher Education qualifications such as Business, HR, Secretarial	A
Knowledge and Professional Skills	<ul style="list-style-type: none"> A high level of literacy Experience of dealing with a range of stakeholders Experience of working as a Personal Assistant Basic knowledge of employment law Excellent IT skills, including use of spreadsheets Experience of dealing with HR matters 	<ul style="list-style-type: none"> Experience of working in a school environment Knowledge of educational employment law legislation Experience of managing a team Knowledge and Experience of SIMS Experience of leading meetings 	A A A/R A
Personal Skills	<ul style="list-style-type: none"> A high level of organisational skill Self-motivated and able to work independently Strong interpersonal and communication skills Ability to multi-task whilst maintaining attention to detail Ability to adhere to a range of deadlines and remain calm Discreet, tactful and committed to maintaining confidentiality Approachable, flexible and able to prioritise for self and other Confidence, tenacity, flexibility and adaptability. Good team skills An open mind to new initiatives 	<ul style="list-style-type: none"> Good sense of humour 	R/I I I I

Evidence Key:

A = Application form/letter, R = References
 I = Interview

The Netherhall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.



Bottisham Village College
Lode Rd, Cambridge
CB25 9DL, United Kingdom
01223 811250
office@anglianlearning.org
www.anglianlearning.org

Privacy Notices – Job Applicants

Under data protection law, individuals have a right to be informed about how Anglian Learning uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we process personal data about individuals who apply to Anglian Learning for a job.

Who we are

For the purposes of Data Protection legislation, the Academy Trust, Anglian Learning, is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Anglian Learning
c/o Bottisham Village College
Lode Road
Bottisham
Cambridge
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or dpo@theictservice.org.uk.

In this policy 'we' and 'us' means the Academy Trust.

The Categories of information that we process include:

We process personal data relating to those applying to work within our Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

This information will be held anonymously, once the recruitment process has been completed.

How we use your information

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils.
- The processing is necessary for the performance of our education function which is a function in the public interest.

Less commonly, we may also use personal information about you where:

- You have given consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

How we collect job applicant information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make it clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.



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How long we keep your personal information

Personal data we collect as part of the job applications is stored in line with our data protection policy and Document Retention Policy. When it is no longer required, we will delete in accordance with these policies. These policies are available on the Anglian Learning website:

<https://anglianlearning.org/financial-documents/data-protection/>

Data Sharing

We will not share information about you with third parties without your consent unless the law allows us to.

Where it is legally required, or necessary, we may share personal information about you with:

- Our HR and Payroll providers:
Education Personnel Management
St Johns House
Spitfire Close
Ermine Business Park
Huntingdon
Cambridgeshire
PE29 6EP
<https://www.epm.co.uk/contact/>
- Professional advisers and consultants
- Employment and Recruitment Agencies

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the recruitment process which is in the public interest.
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm

Transferring data internationally

Where we transfer data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Director of HR, koliver@anglianlearning.org.

More information about your rights is available in our data protection policy on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

A list of all third parties that we share or that process data on our behalf is also available on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

Complaints

We take any complaints about our processing of personal data very seriously.

If you think that our processing of personal data is unfair, misleading or inappropriate or have any concerns about our data processing please raise it with us in the first instance.

To make a complaint please contact Claudine Bateman, Director of Operations on cbateman@anglianlearning.org. You can also contact our Data Protection Officer on dpo@theictservice.org.uk or by letter addressed to:

Paul Stratford
Speke House
17 Compass Point Business Park
Stocks Bridge Way
St Ives
Cambridgeshire
PE27 5JL

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

On line: <https://ico.org.uk/concerns/>