



Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY
Tel. 01733 263526 Fax 01733 330364
email info@jackhunt.net
website ~ www.jackhunt.net

CEO & Headteacher: Ms P J Kilbey, BEd (Hons), PG Dip Ed, NPQH
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH

Group 8 (11-18), Roll 1766 (206 in Sixth Form)

"A securely good school" – Ofsted January 2017

PERSONAL ASSISTANT (PA) to the CHIEF EXECUTIVE OFFICER and HEADTEACHERS / CLERK TO THE LOCAL GOVERNING BODY

Required as soon as possible to provide PA support to the Chief Executive Officer of Peterborough Keys Academies Trust and Headteachers and Clerk to the Local Governing Body of Jack Hunt School

The successful candidate will have broad experience of MS Office packages, along with experience of working in a school as a PA or other administration support. Exceptional organisational and inter-personal skills are a pre-requisite for this position.

This appointment is for 37 hours per week, 52 weeks per year (with holiday allowance as per nationally agreed terms of service).
Salary will be paid at NJC Point 24 to 28 from £27,905 to £31,371 per annum (starting point will be Point 24).

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

***Further details and how to apply are available on the Jack Hunt School website:
www.jackhunt.net/careers***

Closing date: Monday 9 December 2019 at 9.00 am



Our Head Prefect Team: 2019 - 2020



A founder member of the Peterborough Keys Academies Trust registered in England and Wales as Company Number 1108321



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Bradwell Road, Peterborough, PE3 9PY Tel: (01733) 263526 Fax: (01733) 330364 web: www.jackhunt.net email: info@jackhunt.net
 CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH
 Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab Med PGCE AST

Welcome Letter from the Headteachers

November/December 2019

Dear Applicant

Application for post as PA to the Chief Executive Officer and Headteachers/ Clerk to the Local Governing Body

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of Awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Ms P J Kilbey
Headteacher
CEO for Peterborough Keys Academies Trust

Ms K Simpson-Holley
Headteacher



Our Head Prefect Team: 2019 - 2020



**PETERBOROUGH KEYS ACADEMIES TRUST
JOB DESCRIPTION**

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post:	PA to the Chief Executive Officer and Headteachers / Clerk to the Local Governing Body of Jack Hunt School
Accountable to:	Chief Executive Officer and Headteachers / Chairman of the Local Governing Body
Date reviewed:	November 2019
Pay Scale:	NJC Points 24 – 28 (FTE £27,905 - £31,371)
Hours of Work:	37 hours per week 52 weeks per year (with holiday allowance as per nationally agreed terms of service)

Purpose of Job

- Provide comprehensive PA support for the Headteachers of Jack Hunt School
- Provide comprehensive PA support for the Chief Executive Officer (“CEO”) of Peterborough Keys Academies Trust (“PKAT”).
- Manage the Senior Leadership Team (SLT) support staff.
- Act as Clerk to the Local Governing Body and provide timely and effective support to ensure the effective conduct of their business.

Main Duties

PA to the Chief Executive Officer and Headteachers

- Provide daily high level comprehensive administrative PA support for the Headteachers.
- Provide daily high level support for the CEO of PKAT.
- Delegate as necessary / appropriate correspondence or requests for information and enquiries of a routine nature that may be addressed to the Headteachers or CEO. Track action upon these to feedback to the Headteachers and/or CEO as appropriate.
- Co-ordinate and ensure daily administrative support is provided by SLT support staff for all members of the SLT.
- Provide advice and support for members of the SLT on administrative issues.
- Support and co-ordinate, with the Personnel Administration Officer, the preparation of recruitment programmes for vacancies on the Senior Leadership Team, arranging induction programmes and ensuring effective administrative support in place.
- Type documents and letters.
- Ensure an efficient and prompt response is provided to parents and the local community who have contacted the school.
- Make and receive telephone calls to and from parents, Local Authority, PKAT Schools and other external agencies as necessary.
- Identify, and deal in the first instance, with complaints that may be made through correspondence to the Headteachers and disseminate to the Complaints Co-ordinator of SLT. Ensure a response is actioned as appropriate through the PKAT complaints policy.
- Generate correspondence and reports of a routine nature. Ensure completion of forms and returns required by the DfE / ESFA as necessary.
- Maintain an effective, efficient and compliant filing system including archive material.
- Manage and update the CEO / Headteachers’ diaries.
- Maintain files where required on behalf of the SLT including Performance Management Reviews.

- Arrange meetings on behalf of the CEO / Headteachers ensuring necessary resources, refreshments etc are in place.
- Take minutes at meetings as directed by the CEO / Headteachers.
- Provide support at school and Trust evening functions through agreement with the CEO / Headteachers.
- Be responsible for the CEO / Headteachers' incoming and outgoing mail.
- Other duties that may be determined from time to time by the Headteachers and / or CEO.
- Establish and maintain a whole school house style for all documents and publications.
- Prepare and co-ordinate documentation for staff Disciplinary and Grievance Hearings in conjunction with the Personnel Administration Officer. Advise the SLT team on necessary structures and systems associated with these processes.

Managing SLT Support

- Manage the work of the three SLT support staff.
- Assist in the selection and appointment of new SLT support staff and arrange necessary induction programme.
- Carry out appraisals of staff for whom line management responsibility is held.
- Arrange necessary training for staff who are line managed and the wide support/administration team as deemed necessary.

Whole School Administration

- Advise and support the Administration Manager and Business Manager in establishing whole school administrative procedures.
- Support the Administration Manager and Senior Administrator to ensure that a high standard of administration is maintained.
- Act as the link between administrative work carried out by the main office and the CEO / Headteachers.
- Have oversight of the administrative support needed to plan and prepare for necessary execution of whole school events, for example Open Evenings, Take Over Day and Presentation Evening.
- Maintain a system for managing policies and proactively monitor the drafting, approval and publication processes to ensure correct versions are published to the appropriate places, prior to expiry, and that compilation and approval has followed all relevant protocols.
- Provide reminders to policy owners on policies nearing expiry.
- Audit policies on a regular basis at school and Trust level, linking with the PKAT Company Secretary where applicable.
- Cross reference published policies with statutory lists and requirements ensuring the school is compliant.

Clerk to the Local Governing Body

- Attend and minute all meetings of the Local Governing Body and sub committees.
- Collect all agenda items from members and discuss the structure of agendas with the Chairman of Governors and the Headteachers.
- Prepare and distribute agendas, meeting minutes and supporting papers for each meeting, a minimum of seven days before the meeting.
- Provide timely and effective operation of secretarial services to the Local Governing Body in accordance with good practice.
- Arrange, co-ordinate and resource all meetings of the Local Governing Body and sub committees.
- Have due regard in supporting the planning of the Local Governing Body meeting cycle for the PKAT Governance Planner ensuring timing and content of meetings is aligned with this
- Maintain an awareness of PKAT business as required of a Clerk to the Local Governing Body operating as a sub-committee of the Trust Board.
- Arrange, co-ordinate and resource, as required, all additional Local Governing Body meetings including but not limited to hearings, appeals and exclusions.

- Produce minutes of meetings and circulate to relevant members.
- Collect and distribute all papers relating to the work of the Local Governing Body including those relating to Governor training and development issues.
- Act as correspondent for the Local Governing Body in respect of all formal communications with external agencies.
- Deal with all mail and act as a point of liaison for Governors expenditure.
- To hold as a source of information for the Local Governing Body, legal and reference material such as Instrument and Articles of Government, Schemes for Paying, School Governance regulations, Guide to the Law, Circulars, National Curriculum Statutory Orders.
- Keep abreast of current trends, legislation, policies and procedures in order to keep the Local Governing Body informed and up to date on developments and changes in the aforementioned.
- Support the work of the sub committees of the Local Governing Body.
- Maintain an efficient and effective filing system for Local Governing Body documentation including electronic storage.
- Ensure that a register of Local Governing Body Pecuniary Interests (Register of Business Interests) is maintained and reviewed annually and lodged within the school.
- When necessary, arrange and administer elections or appointments to the Local Governing Body.
- Undertake training to improve and update own skills and performance as required or deemed necessary to support the work of the Local Governing Body.
- Maintain a database of names, addresses and categories of Local Governing Body members and their terms of office.
- Maintain copies of current terms of reference and memberships of committees and working parties as nominated by the Local Governing Body.
- Advise Governors and appointing bodies re expiry of terms of office before term expires so that elections and appointments can be organised in a timely manner.
- Ensure all appropriate statutory checks, including Enhanced DBS, have been satisfactorily carried out for all new appointees and re-appointees to the Local Governing Body.
- Liaise with the Senior Leadership Team to prepare and co-ordinate documentation for permanent exclusions hearings.
- Liaise regularly with all Governors to ensure that links with Curriculum Area Leaders and other school leaders are maintained.

Other

- Undergo training as required for the above role.
- Participate in the school's appraisal system for support staff.

This job description will be reviewed periodically.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



**APPOINTMENT OF PERSONAL ASSISTANT (PA)
TO THE CHIEF EXECUTIVE OFFICER AND HEADTEACHERS /
CLERK TO THE LOCAL GOVERNING BODY
OF JACK HUNT SCHOOL**

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Post

We would like to appoint a permanent Personal Assistant (PA) as soon as possible, the successful application will provide comprehensive PA support to the Chief Executive Officer and Headteachers / Clerk to the Local Governing Body of Jack Hunt School.

Person Specification

Applicants will be judged against the following criteria:-

CRITERIA	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none">• Minimum 5 GCSEs including English and Mathematics grade C or above (or equivalent).	<ul style="list-style-type: none">• Higher level qualifications eg A level (or equivalent), or degree.• NVQ/BTEC/City and Guilds qualification (or equivalent) in a related discipline.• RSA Level 3 or equivalent.
Relevant Experience, Knowledge	<ul style="list-style-type: none">• Successful experience of working in a school as a PA or other admin support.• Experience of academies and schools.• Knowledge of the Laws, regulations, and rules governing schools and Academies or a willingness to learn.• Able to demonstrate a willingness to attend appropriate training.• Evidence of relevant personal and professional development.• Significant relevant recent Clerk / meeting administrative experience.• Demonstrate an understanding of issues linked to confidentiality.• Experience of dealing with complex and sensitive issues in a confidential manner.	<ul style="list-style-type: none">• Experience of Governance.• Experience of managing administrative teams.• Experience of managing policies.• Experience of organising events.



Skills/Ability	<ul style="list-style-type: none">• Excellent secretarial, administration, office and IT skills (Microsoft Office) including Word, Power Point, Outlook and Excel.• Ability to build and maintain effective / professional working relationships across the school and with external stakeholders of the school and trust.• A level of personal sensitivity and professional skill is essential in your dealings with governors, parents, students, teaching staff, support staff, colleagues and in all other contacts.• A consistently high standard of personal presentation.• An exemplary telephone manner.• Attention to detail and accuracy.• Excellent organisational skills.• Ability to prioritise workload and experience of meeting deadlines.• Have the ability to fulfil all spoken aspects of the role with confidence through the medium of English. (Public Sector Fluency Duty).	<ul style="list-style-type: none">• Demonstrate willingness to take responsibility for continued personal development.• Experience of MS Teams and / or SharePoint.
Personal Skills	<ul style="list-style-type: none">• Demonstrate enthusiasm.• Demonstrate an ability to cope with stressful situations.• Positive, proactive and flexible approach to working.• Ability to prioritise and triage situations with conflicting priorities.• Commitment to safeguarding and promoting the welfare of young people.• Strong interpersonal skills, with the ability to communicate well at all levels of the organisation and with staff at different locations.• Very high level of integrity, confidentiality and dependability.	<ul style="list-style-type: none">• Able to use own initiative and work alone when necessary.
Special Circumstances		<ul style="list-style-type: none">• Able to work flexible hours if required.



Pay and Conditions of Service

The successful applicant will be contracted for 37 hours per week 52 weeks per year (with holiday allowance as per nationally agreed terms of service).

Enrolment in the Local Government Superannuation Scheme will be automatic on appointment unless you choose to opt out.

Salary will be paid at NJC Points 24 – 28 (FTE £27,905 - £31,371). The Trust Board of Peterborough Keys Academies Trust have their own pay policy for all staff. If appointed you will be automatically enrolled to the Local Government Pension Scheme unless you chose to opt out.

Your conditions of service will be those agreed nationally for Local Government Employees. The Board of Trustees fully recognise appropriate Trade Unions and a mechanism is in place for consultation with union representatives whenever necessary.

If you are appointed to the post, it will be on the understanding that you are prepared to undergo an Enhanced Criminal Records check with the Disclosure and Barring Service and if necessary, a medical examination.

The school has an appraisal system for its employees.

Application Procedure

To apply you will need to go the Careers Page on the school website www.jackhunt.net/careers, click on the relevant post and then click on “apply now” button. As part of the application, you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed on the previous page.

Closing date for the post is **Monday 9 December 2019 at 9.00 am.**

Interviews will be held shortly thereafter.

Thank you in advance for your application. If you have had no response by Monday 16 December 2019 please assume that on this occasion your application has not been successful. **We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted.** However, I hope you will obtain a suitable appointment in the very near future.