

Tapton
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

Executive & Governance Support

Application Pack



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
Tel: 0114 267 1414 Email: enquiries@taptontrust.org.uk Web: www.taptontrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

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Age 7-9

KING'S HOSPITAL
ALL GOT BACK UP AGAIN



Thank you for your interest in joining TSAT.

We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

David Dennis,
CEO

About TSAT

Since forming in 2011 TSAT has grown to 9 schools; 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

Our Vision : To realise the life chances and dreams of every child.

Our Mission : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptontrust.org.uk\)](https://www.taptontrust.org.uk)

Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

Central Services

Our support staff are highly valued and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities
- Finance
- Governance
- HR
- IT
- School Improvement.

The Role

We are seeking to appoint an Executive & Governance Support role to join the Trust, to provide maternity leave cover for up to a year from February 2024.

The role will assist the Executive Team in the development and delivery of a high-quality governance and administrative service to our Board, Local Governing Boards and Executive Team.

Outstanding governance and executive support is essential to the success of TSAT, helping to set the direction of our schools and provide the supportive challenge needed to raise standards.

This role will play a crucial part in ensuring the efficient and effective operation of our governance and administration services, working collaboratively with the Executive PAs, Boards and Headteachers.

Salary Range:	Grade 7 Salary will be pro rata FTE salary £35,745 - £39,186
Hours of Work	30-37 hours per week, 39 weeks per year. Days of work can be flexible. Some evening work will be required to attend governance meetings.
Responsible To:	CEO/Deputy CEO
Benefits:	<ul style="list-style-type: none">• Local Government Pension Scheme.• Salary Sacrifice Car Scheme.• Cycle to Work Scheme.• Discounted membership for Westfield Health.• Occupational Health.• Wellbeing Programme.• Continuous CPD and training.

Responsibilities

Trust Clerk and Governance Management

- Act as a clerk to the Trust Board – ensuring agendas are prepared, meeting dates arranged, minuting meetings and monitoring actions.
- Manage relationships and communication with Members, Trustees and Local Governors.
- Contribute to planning and service needs for specific projects i.e. Trust Board, Executive Team Meetings, SharePoint, Communications.
- Contribute to initiatives and guidance to improve Trust ways of working.
- Lead the relationship with the outsourced clerks for LGBs
- Provide support for the recruitment and induction of new Trustees and members
- Proactively improve governance through coordination of training and communications
- Managing the policy log to ensure policies are kept up to date
- Deliver the role with a brief from the Executive Team, under minimal supervision.
- This role will work closely with another PA and a governance officer

Providing Advice and Guidance

- Be a point of contact for, provide support to, and maintain effective relationships with, members of LGBs, Members and Trustees.
- Advise on procedures and annual tasks/decisions.
- Supporting the development of governance structures and practice.

Administration and Record Keeping

- Maintaining central membership records, including terms of office, register of interests, training.
- Champion the governance communication portal (SharePoint).
- With the governance officer and Provide effective administrative support to the LGBs.
- Ensuring publication of governance information on school/Trust websites.

Responsibilities

Executive Support

With the Executive PA:

- Provide support to the Executive Team of the Trust
- Manage diaries, including booking appointments, receiving visitors and providing preparatory support.
- Manage mail and email, advising on any urgent matters.
- Answer calls, dealing with requests and enquiries, taking messages or escalating issues as required.
- Deal with correspondence and enquiries promptly and as required.
- Organise meetings, conferences and events (internal and external).
- Minuting of meetings
- Maintain accurate records, agendas, minutes and other relevant documentation as required.
- Provide efficient administration assistance to the Executive Team.
- Liaise as required with Trustees, staff, students and families.
- Liaise with professional bodies, outside agencies, other schools and organisations.
- Establish and maintain good relationships with all stakeholders.
- Ensure compliance with data protection regulations.

Communications

- Support the Executive Team with both internal and external communications
- Work proactively with the Executive Team to identify and respond to situations that required PR/media guidance.
- Ensure the statutory compliance of the Trust's web presence and have oversight of school website compliance and developments.
- Assist in developing the Trust communications and crisis communications strategy.
- Monitor the media and make Executive Team aware of issues that affect our work/reputation.

The Person

The successful candidate will demonstrate the following:

Skills and Knowledge:	<ul style="list-style-type: none">• Strong administrative and IT skills, with a working knowledge of Microsoft applications.• Governance and clerking experience• Excellent listening, verbal and written communication skills.• Able to organise your own time and work to conflicting deadlines.
Experience:	<ul style="list-style-type: none">• Experience of managing diaries, organising meetings and supporting an executive team.
Education, Training and Qualifications:	<ul style="list-style-type: none">• Educated to A Level or equivalent relevant experience.• Further professional qualification in clerking or business administration is desirable.
Personal Qualities:	<ul style="list-style-type: none">• Personal integrity and commitment to the principles of public life.• Able to build and maintain working relationships with colleagues and stakeholders across the Trust.• Have the ability to work proactively in a busy environment.• Excellent communication skills, verbal and written.• Have exceptional attention to detail.• Ability to deal with issues with discretion and respect confidentiality.• Good organisational skills .• Supportive of the Trusts vision and ethos.
Work Related Circumstances (including working conditions)	<ul style="list-style-type: none">• The role will be based at Tipton School but will involve travel across school sites, therefore a current and clean driving license and transport is essential.• The role will include attendance at evening Board meetings (up to 12 per annum) .• We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Fluency Duty: The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post.



How to apply

Applications for this role are via the TES website. If you require a paper copy of the application form please contact us:

enquiries@taptontrust.org.uk

The closing date for applications is Wednesday 31 January 2024 (23.59 hrs) and interviews will be held week commencing 19 February 2024.

Safeguarding

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview.
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to be asked to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening

Please note: Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

Policies

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

Equality & Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. [Click Here](#) to access TSAT's Equality and Diversity Statement.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies page](#) of our website.

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