



PA to the Principal Information Pack



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

| Hard Work | Integrity | Kindness |

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Dear Applicant,

Thank you for your interest in this position. Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

We look forward to receiving your application by: **9:00am on Wednesday 20th November 2019.**

Yours faithfully,

Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. It provides a variety of benefits and discounts:

- Unlimited free access to Art Gallery exhibitions for all staff members and a guest
- 25% off standard price first run and regular release cinema tickets*
- 25% off selected theatre and music productions*
- 15% off food and drink at all Barbican restaurants, bars and cafes
- 15% off purchases at the Barbican shops
- Access to the Members Lounge with up to 3 guests (pre-booking recommended)

*Subject to availability. A maximum of 2 tickets can be purchased per booking.

Cycle Scheme

<http://www.cyclescheme.co.uk>

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 25-39% of the total cost. Payment(s) are deducted via payroll over a specific period.

Optical Expenses: A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

Gift Vouchers for 100% Attendance

We really value the commitment of our staff members and as a token of this, each term staff who have achieved 100% attendance are included in a prize draw, offering them the prospect of winning vouchers from top stores.

Our Award Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

Music Facilities

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

Performance Hall

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block
- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events

Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

Work + Family Space Services (Sponsored by UBS)

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care (teaching staff only): staff can book nannies, nurseries, holiday clubs, childminders and/or adult eldercare specialists when and where they need them. In addition Bridge teaching staff are eligible to receive 10 free sessions of back up care.
- One-to-one advice from the Speak to an Expert service on whatever Work+Family challenge staff maybe facing.
- Insider guides, real life experience Blogs, and Webinars providing insights and guidance on a wide range of topics.

JOB DESCRIPTION

Job Title:	PA to the Principal
Reporting to:	Principal
Job Purpose:	Providing an efficient, professional and confidential secretarial service to the Principal; ensuring that The Senior Leadership Team are supported in their work; across the Academy. Regular contact with the Governing Body and external parties on behalf of the Principal.
Terms & Conditions	
Salary Scale Range:	Points 34-38, Pro Rata: £18,096 - £19,865 (FTE: £35,440 – £38,906)
Contract Arrangements:	<p>22.5 hours per week, 39 weeks per year during term time. Flexibility as to the working pattern can be agreed e.g. 4.5 hrs/day over 5 days or 7.5 hrs/day over three days.</p> <p>Please note that the handover period for this position is likely to begin in December 2019.</p>

Key Tasks

- Reflect the mission and values of the Principal and the Academy at all times, both internally and externally.
- Be responsible for organising and maintaining the Principal's diary, including arranging appointments, itineraries, making travel arrangements, coordinating meetings and events.
- Meet with the Principal each day, (or as needed), in order to plan the Principal's diary and deal with internal and external communications.
- Respond to queries on behalf of the Principal, including prioritising issues, investigating queries, preparing responses and resolving problems when appropriate.
- Be responsible for ensuring a high standard of quality and accuracy in all documents produced for the Principal.
- Draft and deal with correspondence on behalf of the Principal.
- Sort, distribute and administer incoming and outgoing mail on behalf of the Principal.
- Maintain accurate and comprehensive filing systems personal to the Principal.
- Service Senior Leadership Team meetings by preparing and circulating agendas, papers and minutes; attend the meeting to take minutes if required to do so.
- Provide flexible support to other departments within the Operations Team as necessary.
- Welcome visitors, ensuring that security procedures are followed.

- Attend and take minutes from miscellaneous meetings e.g. H&S committee, disciplinary hearings etc.
- Manage the school's policies, ensuring these are reviewed and kept up to date by those responsible.
- Prepare and issue the daily bulletin for staff.

External relationships

- Co-ordinate Academy based events on behalf of the Governing Body.
- Prepare the Principal's reports to the Governing Body.
- Collate, prepare and distribute the pack for Full Governing Body meetings; liaise with the Clerk to the Governors as necessary.
- Co-ordinate any action points arising from Governing Body meetings as required by the Principal.
- Prepare the Academy Newsletter and any other key external communications required by the Principal.
- Respond to Freedom of Information and Data Subject Requests.
- Maintain the school's website, updating content as necessary.
- Assist in the preparation of and oversee the collation of paperwork for OFSTED and other inspections, reports or formal reviews.

Other

Undertake any other duties, commensurate with the post, necessary for the smooth running of the Academy as required by the Principal.

JOB SPECIFICATION

Qualifications and training	<ul style="list-style-type: none"> • Educated to 'A' level or equivalent • NVQ level 3 or equivalent and professional qualifications • Speed writing / shorthand qualifications • Extensive experience of PA and secretarial work
Experience and skills	<ul style="list-style-type: none"> • Proficient in Word, Powerpoint and Excel • Proficient in the use of Outlook • Excellent communication skills • Good interpersonal skills • Ability to multi task
Personal qualities and professional characteristics	<ul style="list-style-type: none"> • Resilience and strength of character • Discretion, integrity and ability to maintain confidentiality and deal with sensitive issues. • Calmness, especially when under pressure or faced with the unexpected. • Flexibility and adaptability • Collegiality but authoritative

Dates: Apply by 9:00am on Wednesday 20th November 2019
Job start: January 2020
Location: South Hackney
Salary Point Range: 34 - 38
Annual Salary: £18,096 - £19,865 (Pro rata of FTE: £35,440 - £38,906)
Contract type: Term time only: 39 weeks per academic year, 22.5 hours per week (7.5 hours 3 days per week or 4.5 hours 5 days per week)
Contract term: Permanent

'The best school I've ever worked at: the culture, the staff and students, the training, everything!'
(Staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (Visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, we are national debating champions, our basketball team is in National League 1, and in 2017/18 our music department won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award.

We are seeking to appoint an experienced Personal Assistant to the Principal. The successful candidate will be totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at University or equivalent, thrive in their chosen field and live a great life.

Do you have?

- Education to A Level/NVQ Level 3 standard or equivalent?
- Previous experience as a PA/Secretary within an educational setting?
- Excellent organisational and I.T Skills using Microsoft Office?
- The ability to communicate effectively, multitask and provide an efficient administrative service?

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please complete the online application and ensure that you read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Wednesday 20th November 2019. The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.**