



November 2023

Dear applicant,

Thank you for taking the time to find out more about King Solomon Academy in Westminster and the possibility of working here. Included in this brief is information about the academy, Ark (who sponsor the academy) and the role of PA to the Principal. This is a unique opportunity to be part of an outstanding school, which seeks to redefine what is possible for a school serving an inner-city community.

We are seeking to recruit a highly organised and experienced administrator to the role of PA to the Principal of the academy. This is a demanding and rewarding role in which you will be responsible for the efficient running of the principal's office and also take responsibility for all internal and external communications.

The academy opened in September 2007 with an intake of two reception classes. In September 2019 we merged with Ark Paddington Green Academy, and now have over 1300 pupils as a three-form entry school across two sites serving pupils from age 2 to 18. Our school is a genuinely all-through community, with the school nurturing and supporting the families it serves over the whole of their education. By joining KSA, you play a part in showing what is possible when children's education is seen as a long-term commitment.

King Solomon Academy is achieving remarkable things. In our first seven years of GCSE results we have regularly achieved nationally ground-breaking outcomes, including being the top 1% for pupil progress every year, and in 2023, the progress of pupils at KSA was in the top 1% in GCSE and A-Level.

We are committed to high standards of academic excellence for all our pupils and recognise that this requires time and dedication on the part of both pupils and staff. Due to our high expectations and ground-breaking results, ours is a school which attracts teaching and non-teaching staff who are totally committed to showing what is possible in state education and by doing so change the status quo for pupils born into educational or economic disadvantage.

To apply, please complete the application form via <https://kingsolomonacademy.org/current-vacancies> . **The deadline is 11am on Tuesday 12th December 2023.** If you would like any further information or wish to discuss the role, please contact Gabby Woolf, Vice Principal, on g.woolf@kingsolomonacademy.org.

We wish you the best with your application,

Max Haimendorf

Principal (departing Principal July 2024)

Beth Humphreys

Associate Principal (appointed Principal for September 2024)



Job Description: Personal Assistant to the Principal

Reporting to:	Vice Principal for Operations
Location:	King Solomon Academy – based at the Older Years Site (NW1 6RX) but with flexibility to work from time to time at the Younger Years Site (W2 1ND) as required by the school.
Contract:	Permanent
Working Pattern:	7:30am to 4:30pm Monday to Friday, Term Time Only with an additional three weeks worked during Academy holidays.
Salary:	Ark Support Scale 9: Pay Points 25-33 (£37,909 - £44,000) The pro rata amount to be calculated more based on the exact hours worked
Start date:	January 2024 (earlier or later on request)

The Role

As the Personal Assistant to the Principal, you will play a crucial role in ensuring the Principal is best equipped to lead the academy. In this role, you will assist with the Principal's top priorities by providing key administrative support, managing the Principal's diary and being involved in a wide range of other projects often being the administrative 'face' of the school.

Key Responsibilities

PA Support

- To support the Principal in a full administrative capacity, including:
 - setting up efficient and effective office management systems such as filing, answering the phones and organising correspondence;
 - managing the Principal's diary and appointments;
 - producing correspondence and reports, sometimes of a confidential nature;
 - dealing with all telephone and personal enquiries efficiently and effectively in a way which promotes a positive image of the Academy;
 - making maximum use of the academy's information and communications technology including the network for diary management, the input of data and written communications;
 - establishing a business-like environment and promoting good staff relationships
- To meet and greet the Principal's visitors, displaying due courtesy and tact, in order to ensure that visitors are warmly welcomed into a friendly and professional environment.
- To communicate and liaise with staff, students, parents, governors, Ark Schools staff, members of the local community and other external parties as appropriate.

- To arrange and assist with relevant meetings as requested, including room booking, preparation of materials and minute taking, in order to ensure their timeliness and smooth running.
- To create documents (including presentations and spreadsheets) from scratch, ensuring finished documents are to an excellent standard.
- To manage the exceptional leave of absence processes for families and leave of absence requests for staff.
- To be responsible for exclusion paperwork and documentation.

Data management

- To coordinate systems of pupil data management and assist senior leaders in orchestrating aspects of reporting this data.
- Prepare all LGB documentation.

General Support

- To ensure a professional level of liaison with relevant parties, including Ark staff, LAs, business and other partners, schools and staff members.
- To manage, minute and coordinate with senior staff to ensure that senior leadership meetings and resulting actions are well organized and communicated.
- As and when required, to manage other projects.

Timetabling and staff absence

- To assist senior leaders in devising the timetable for the school, including being trained to be proficient in the use of management information systems.
- To support with logging of absent staff information, cover arrangements and logistics for covering absent staff.
- To own and manage the school calendar.

Recruitment

To work with the HR Lead and the Senior Leadership Team in the recruitment process to include:

- Arranging calls with candidates;
- Receiving enquiries and directing to the relevant leader;
- Maintaining an accurate record of candidates and processing relevant documentation;
- Arranging interviews and scheduling interview timetables;
- Greeting candidates and ensuring a positive and professional experience.

Visits Coordination

- To manage and keep track of visits to the academy, ensuring all are diarised and specific schedules are in place and relevant parties within the school informed and all safeguarding procedures followed.
- To coordinate staff and pupil visits to external venues and other Ark academies.

Events Management

- To lead on internal and external events and visits in the school calendar, including coordinating and planning for all practical arrangements.

- To coordinate and plan the practical arrangements for internal and external meetings in order to meet set requirements, timescales and cost constraints.
- To manage and oversee a smooth and efficient booking system and coordinate pre-event organisation for academy events.
- To prepare all publicity, agendas and materials in collaboration with appropriate staff.
- To collate, co-ordinate and disseminate all post-event evaluation and information.

Website, Marketing & Media

- To manage the school's social media accounts.
- To manage the school's website, ensuring information is always accurate and up-to-date.

Parent communication

- To promote and develop positive and effective communication with the parent community.
- To oversee the content and communication of the weekly whole-school parent newsletter.
- To coordinate and organise the Parent Council meetings, taking minutes, and following up on actions.
- To coordinate and organise Parents' Evenings.

Other

- Cover the reception desk as and when needed to enable the smooth-running of the school day.
- Willingness to be First Aid trained.
- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification:

Personal Assistant to the Principal

Qualification Criteria:

- Right to work in the UK
- GCSE at grade C or above in English and Maths (or equivalent)

Knowledge and Experience

- Experience providing PA or secretarial support to staff at a senior level.
- Experience of running effective administrative processes, preferably in a school environment.
- Experience of editing and copywriting.
- Experience of manipulating data in Excel.
- Experience of using design software, including Publisher, Photo Shop, Illustrator, Canva.
- Experience of managing websites and social media accounts.
- Experience of events management and coordination.
- Experience of working in a school environment (desirable) and of building positive relationships with young people and their families.

Specific Skills

- Excellent written and oral communication skills.
- Highly numerate, with particular skills in financial administration.
- Willingness and ability to learn and operate new IT systems and databases.
- Excellent administrative, organisational and time-management skills.
- High level of proficiency with Microsoft Office.
- Able to build relationships across a range of stakeholders and anticipate the needs of others.
- Able to manage a high-volume workload including projects, prioritising accordingly to meet deadlines.
- Able to take ownership of tasks and work with minimal supervision.

Alignment with Vision and Values

- Relentless drive to do what it takes to ensure all pupils succeed.
- Ability to instill and ensure high expectations.
- Alignment with our school values to Aim High, Work Together, Be Kind, Lead the Way.

Behaviours

- Genuine passion for and a belief in the potential of every pupil.
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.

- Belief that every student should have access to an excellent education regardless of background.
- Assertive and deadline driven
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).





Principal – Max Haimendorf

Max Haimendorf graduated from Oxford and joined the first cohort of the Teach First programme, teaching Science in West London. Following work at Teach First central office he joined the consultants Oliver Wyman where he worked in finance strategy. Whilst there he wrote about the importance of small schools in Teach First's first Policy Paper, Lessons from the Front. In 2008 he was appointed as Secondary Headteacher of King Solomon Academy, starting the Secondary part of the school in September 2009. He has now led KSA through two outstanding Ofsted inspections and to achieve the highest GCSE results in the country for a non-selective school in 2015. He became all-through Principal of KSA and Executive Principal of Ark Paddington Green Primary Academy in September 2016.



“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.”

Associate Principal: Beth Humphreys (Principal in 2024)

Ms Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined KSA secondary in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development. She is a passionate teacher of English and loves nothing better than seeing young people reading, writing and talking about brilliant texts. Ms Humphreys took on the role of Head of Primary in January 2017 and, following a maternity leave, is now Associate Principal of KSA. She will soon take over as Principal.



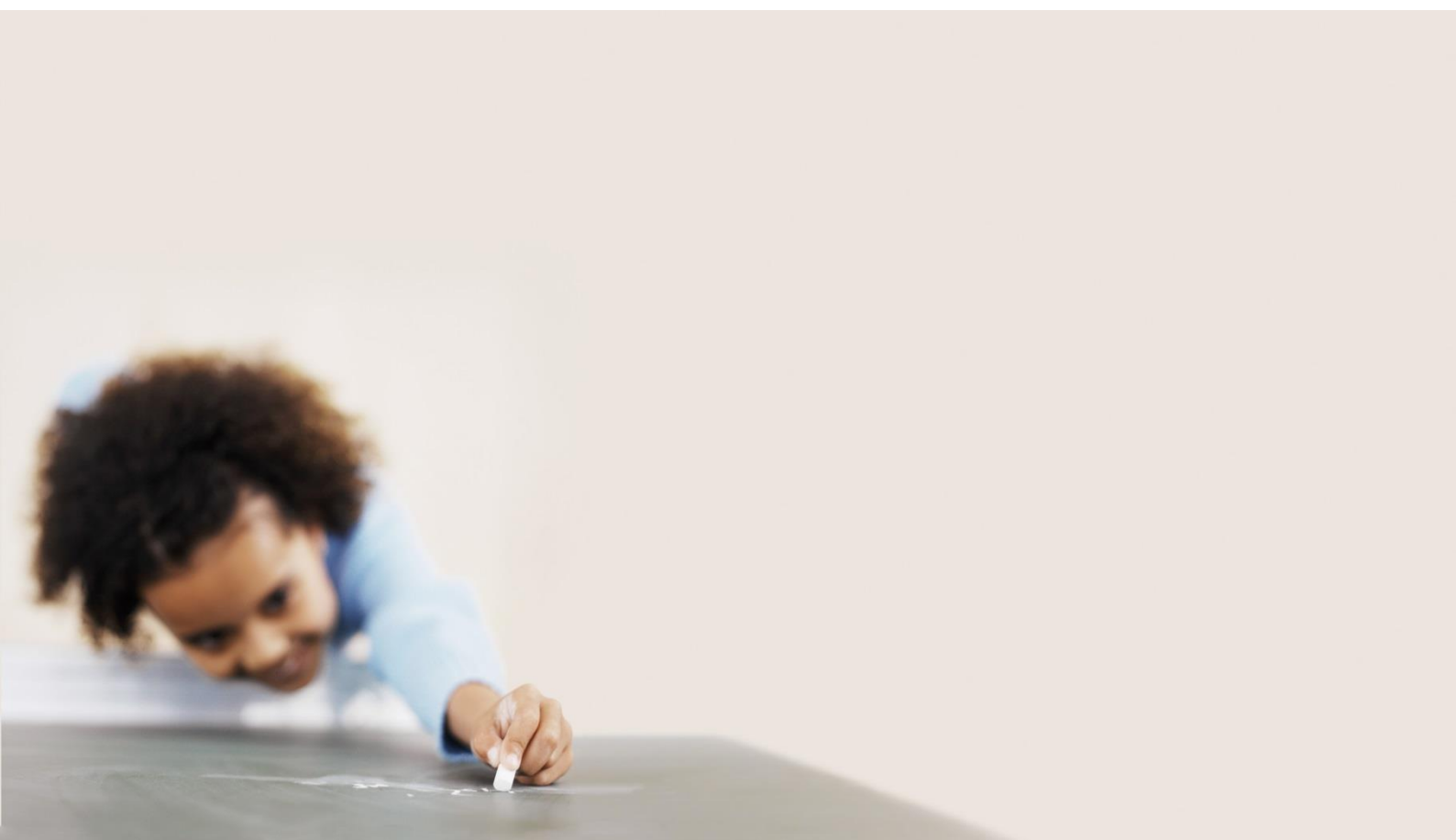
Facilities

King Solomon Academy – Older Years Site is based in a combination of purpose-built brand-new buildings and a Grade II listed building, which was previously North Westminster Community School.

- Years 5-13
- A multi-use games area with flood lighting for year-round use
- A new sports building with excellent indoor sports facilities and equipment
- On-site catering facilities to provide high-quality hot meals every day

King Solomon Academy – Youngers Years site is set in the beautiful old school buildings formerly known as Ark Paddington Green Primary School.

- Years Nursery – Year 4
- Extensive woodland areas
- Newly refurbished ground floor classrooms and offices, and refurbished staff room and staff work room.
- New Nursery building



Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life.

We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly successful network of 36 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes that complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in school and central staff
- Ark staff receive 10 training days each year rather than five.

Ark Safe Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.