



Recruitment Pack

Personal Assistant to

The Head of School

“Attitudes to learning are good and students work hard. They are fiercely proud of their school, come well prepared for lessons, enjoy taking part”



Advert for the position of Personal Assistant to The Head of School

Required as soon as possible

Personal Assistant to The Head of School SCP4 (Points 11 - 17), currently £21,166 - £23,836 (full time equivalent, this will be recalculated to reflect term time plus 3 weeks working)

Actual salary £19,057 - £21,461

5 working days/week 8.15am – 4:00pm. (36.25 hours per week with 30 minutes unpaid lunch break)

The Governors of Flixton Girls School are seeking to appoint an enthusiastic and confident person, who will work well as part of a team in supporting the work of the school. The post will include supporting The Head of School and other members of the senior leadership team with an excellent administrative service.

The successful applicant will:

- Have good customer service skills
- Have good organisational skills
- Be able to prioritise well and work proactively
- Be computer literate and able to use email, Microsoft, Google Docs and other computer software
- Have a professional manner
- Have good literacy and numeracy skills

Successful applicants will benefit from working in a school with a positive, caring ethos where team work is important. This is an exceptionally inclusive school, where all students are valued, supported and motivated to achieve.

At FGS we inspire girls and staff to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve their personal best. Exceptional opportunities encourage girls of all abilities, interests and aptitudes to develop their individual characters and talents and to fulfil their dreams and aspirations.

In choosing Flixton Girls School you will be joining a school that is well respected in its local community and has a national reputation for work in many areas.

This is an exciting opportunity to work in a forward thinking, high achieving “can do” culture.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

If you wish to be considered for this vacancy you should complete the enclosed application form. In addition, you are asked to submit a **concise** letter of application. This should be typed or word-processed and should not exceed two pages in length. Your letter should describe how your experience and particular achievements make you a strong candidate for this position.

Please note that only applications on the school's application form will be considered. Candidates who submit a CV only will not be shortlisted. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned, unfolded, to:

Mrs J Buckley
HR Officer / Personal Assistant to Headteacher
Flixton Girls School
Flixton Road
Flixton
Urmston
Manchester M41 5DR

OR

Email completed application forms to - recruitment@flixtongirls.com

Tel: 0161 912 2949

The closing date for applications is noon **on Monday 25th November 2019**. Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. Please supply a stamped, self-addressed envelope if an acknowledgement is required.

If you have not heard from us within three weeks of the closing date, regretfully you must assume that your application has not been successful on this occasion, in which case the Governors would like to thank you for your time and interest in the school.

Unfortunately we are unable to provide individual feedback to candidates on unsuccessful applications.

All applicants should note that our school operates a strict Safeguarding Policy, and procedures are rigorously and consistently applied.

Flixton Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in the commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

Closing Date: 12 Noon on Monday 25th November 2019

Interview Date: TBC

Applications will only be accepted on fully completed application forms

Job Description

The Post:	Personal Assistant to The Head of School
Salary:	Pay Band SCP4 (Points 11 – 17) £21,166 - £23,836
Pro Rata (Actual):	£19,057 - £21,461
Hours of work:	36.25 hours per week Term Time plus 3 weeks (The nature of the duties is such that some flexibility around hours of work will be needed)
Reporting to:	Head of School/ Business Administration Team Leader

The governors seek to appoint a dynamic, organised, calm and personable individual to provide administrative support to the Head of School.

Job Purpose

The main purpose of the post is to provide a high standard of confidential administrative support to the Head of School and the Senior Leadership Team.

This is a role which will involve liaison and engagement with a range of stakeholders both externally and internally. The post holder will be expected to communicate effectively verbally and in writing and exercise tact and diplomacy.

This role falls under the remit of the Business Administration Team and the postholder will be expected to work as part of this team.

Job Specification

1. To organise the Head of School's diary and all appointments, arrange meetings and visits both internal and external.
2. Arrange hospitality for the Head of School's meetings including booking of relevant rooms, refreshments and equipment as necessary.
3. Use initiative to prioritise items for the Head of School ensuring effective use of their time
4. Maintain records of school Governors and liaise with The Governor Hub as necessary and organising meetings and disciplinary panels when necessary
5. Assist the Head of School in the production of governor paperwork including liaising with The Governor Hub to ensure the local governing body receive relevant paperwork in a timely manner
6. Attend meetings to support the Head of School for the purpose of minute taking and be proactive in ensuring any follow up actions are dealt with by the appropriate member of staff
7. Produce accurate and timely reports, letters, minutes, policies, memos etc. in accordance with the Head of School's requirements.
8. Open and filter all incoming mail to the Head of School redistributing items as necessary
9. Ensure all mail is dealt with promptly
10. Be responsible for taking the Head of School's telephone calls, public and internal, redirecting as necessary, filtering calls to the Head of School to ensure effective use of their time
11. Attend daily meeting with Head of School to review priorities and communicate urgent messages
12. Arrange reprographics work and distribution as necessary
13. Maintain efficient and effective filing systems

14. Produce confidential materials for the Head of School
15. Provide general secretarial support for other members of the Senior Leadership Team when required
16. Be first response for Head of School queries and decide whether to refer to another member of staff initially
17. Deal with queries from parents and decide what action needs to be taken and whether to refer the matter to another member of staff
18. Assist in the development of whole school data systems and in data retrieval and analysis if requested
19. Take and upload notes in staff briefings
20. To independently produce a range of whole school material as required drafting documents including letters, reports and publications
21. Monitor and record an effective complaints log ensuring that any complaint received is dealt with in a professional and timely manner
22. To liaise, with tact and diplomacy with other school staff, visitors, parents, the local community and other external agencies
23. Maintain a positive ethos
24. Undertake any other duties as requested by the Headteacher commensurate with the post

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Flixton Girls School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

Date Job Description prepared/revised: November 2019

Prepared by: Mrs J Buckley (HR Officer)

Person Specification

Essential	Desirable	Evidence
<u>Qualifications and Technical Skills</u> <ul style="list-style-type: none"> • Relevant Level 3 qualification or qualification by experience • Good numeracy/literacy skills – GCSE (or equivalent) in English and Maths qualifications to at least a C grade (or equivalent). • Strong IT and typing skills 	<p>A degree or equivalent in Business Administration</p>	<p>Certificates</p> <p>Letter of application</p>
<u>Knowledge and Experience</u> <ul style="list-style-type: none"> • Experience of delivering outstanding customer service • Excellent knowledge of Microsoft Office Suite and other commonly used packages including Google Docs • Experience of diary management and minute taking • Experience of working within a demanding office environment • Understanding of the requirements of Data Protection legislation 	<ul style="list-style-type: none"> • Knowledge and experience of computer based information systems • Experience of working in a executive assistant/ personal assistant role 	<p>Interview</p> <p>References</p> <p>Letter of application</p>
<u>Personal Qualities and Skills</u> <ul style="list-style-type: none"> • Excellent administrative, organisational and time management skills • Ability to prioritise work tasks and to be flexible • Ability to be proactive and solution-focused • Ability to keep calm under pressure • Ability to delegate tasks and monitor practices to ensure instructions are carried out • Good oral and written communication skills • Good interpersonal skills • Ability to work on own initiative as well as part of a team • Ability to persuade, motivate, negotiate and influence • Maintain high levels of confidentiality at all times • Ability to remain friendly and approachable at all times 	<ul style="list-style-type: none"> • Awareness of current issues relating to education 	<p>Interview</p> <p>References</p> <p>Letter of application</p>

What is the Healthy Learning Trust?

HLT is a Multi Academy Trust established on 1st September 2017 with Flixton Girls School (FGS) in Trafford, being the lead school. The MAT members and trustees are composed of high level professionals working regionally, nationally and internationally in Education, Health, Finance, Post-16 Education, Community Safety, Physical Education, Sport and Outdoor Learning. Their considerable professional expertise, networks and partnerships bring additional benefits and opportunities for our schools going way beyond those offered in standard multi academy trusts, including progression into health related careers.

Our Trustees share a common commitment and desire to bring about healthy and successful futures for young people leading to tangible social mobility including routes into health related careers and the best possible opportunities for young people of all abilities, interests and backgrounds. We secure progression into health related careers through strategic partnerships with the NHS, universities and health and well-being providers.

Working together with member schools HLT is able to provide central support services delivering financial efficiencies alongside our Education Consultancy where our schools collectively provide expertise, advice and support based on a proven track record of success.

Our Vision

The Healthy Learning Trust empowers young people to enhance their own lives and the lives of others through our

5 HEALTH & WELL-BEING PATHWAYS to SCHOLARSHIP. We secure partnerships with NHS, Universities and Health and Wellbeing providers to create opportunities for health-related career progression.



...scholarship through health and well-being...

Our Values HOLISTIC

HLT believes in the inter-connectedness of 5 key aspects of human life and that optimising performance across all leads to successful, healthy lives.

INCLUSIVE

HLT is relentless in the seeking out and removal of barriers to deliver equality of access and entitlement to a successful, healthy future for all.

ALTRUISTIC

HLT promotes the selfless pursuit of service to others for the future benefit of children, families and communities and recognises the contribution of public duty to society.

Flixton Girls School

There has never been a better time to join Flixton Girls School. At FGS we inspire girls to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve her personal best.

At FGS we are specialists in girls' education providing a nurturing, supportive and challenging environment where girls excel. Exceptional opportunities allow girls to develop their individual characters and talents and to fulfil their dreams and aspirations. We welcome girls of all abilities, interests and aptitudes. At FGS everyone is special.

In choosing FGS you will be joining a school that is well respected in its local community and has a national reputation for work in many areas.

FGS is all about success. As part of this, we believe our students deserve an education that broadens their experience and prepares them for the challenges of an increasingly competitive world. The girls will need the best possible qualifications available to secure offers at the best universities. Many of our students join our Sixth Form with outstanding results gained in Year 11: we build on these results and ensure that the academic potential of every student is met.

FGS Sixth Form students benefit from the great advantage of having teachers who know them and know how to get the best from them. Students are based in our dedicated Sixth Form Centre at FGS and are taught by subject specialists from the School.

If you feel you have the relevant credentials to join our successful team, please complete your application paying particular attention to the job description and person specification, demonstrating how you meet the requirements as this will be used to shortlist candidates through to the next stage in the process. I look forward to receive your fully completed application form by 12 noon on Monday 25th November 2019 either by post or by email to recruitment@flictongirls.com

If you are successfully shortlisted and invited to interview, references will be obtained at this stage unless you specify otherwise.

During the interview you may be asked specific questions on any discrepancies or gaps in your application form.

Thank you for showing an interest in joining Flixton Girls School and good luck with your application.

Julie Hazeldine MSc
Headteacher

Our Founding Principles

At FGS we inspire girls to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve her personal best.

Aspiration

Aspiration, the first of our founding principles is vital in instilling in each girl the desire to be successful in her chosen field and to have high ambition for the future. Our highly qualified and dedicated staff team deliver rich experiences and opportunities that enable each girl to find and develop her talents. We work hard to ensure that she is aware of the opportunities available to her and that she is fully supported to achieve her goals. Our curriculum together with our wide and varied enrichment programme introduces girls to many new activities and is underpinned by a commitment to the development of self-confidence, self-worth and a love of learning.

Empowerment

Empowerment, the second of our founding principles, ensures that each girl is equipped with the skills and abilities she needs in order to achieve success. At FGS we believe that the empowerment of a young woman is the key to her future happiness and success, as well as to the future of our community and our society.

Excellence

Excellence, our third founding principle, permeates our actions and drives ambition; the unlimited ability to do ordinary things extraordinarily well. Flixton girls are proud of their school and benefit from our deep commitment to traditional standards, courtesy and respect, leading to outstanding achievements and academic success.

At FGS we believe that each girl deserves the very best education and has limitless potential. We consider it our duty to help her to discover and fulfil that potential. We are privileged to guide each girl as we share with you the most enjoyable, challenging and exciting journey of her life; from girl to woman.

Our values

All in our school:

- Nurture ambition and recognise talent
- Develop abilities
- Respect and value each other
- Celebrate diversity and achievement
- Promote self-belief, confidence and a 'can-do' attitude
- Promote healthy lifestyles and participation in physical activity
- Provide stretch, challenge and support
- Encourage reflection
- Pursue and achieve excellence