

**The Stourport High School  
&  
VI<sup>th</sup> Form College**

**Application Pack  
PA to Principal**





## The Stourport High School & VI<sup>th</sup> Form College

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November 2017

**Ms L Deakin, BA Hons PGCE NPQH**  
Principal



Dear Applicant

This post is an opportunity for an experienced senior administrator to further their career within our outstanding school. We are looking for the right candidate to work with me and my successful and ambitious Senior Leadership Team as my Personal Assistant.

Stourport High School has over the last 7 years been consistently judged outstanding by Ofsted and in our last inspection we were given top grades in all categories. Our school was recently named as one of the top 100 schools for sustained improvement over the last five years by the SSAT. We are the school of first choice for our surrounding area and have an excellent local reputation. We are committed to continuous improvement and the professional development of staff is a significant factor in ensuring that we achieve our aim of improving on our previous best. We have a 'can do' attitude where we feel nothing is impossible in order to improve our students' chances in life.

Working at Stourport High School is a rewarding experience. We are an Academy and we were in 2011 designated a National Teaching School and National Support School. We are now a provider of School Centred Initial Teacher Training (SCITT) which gives all our staff many opportunities for further professional and career development. Stourport High School is also part of the Severn Academies Educational Trust (SAET) and as a result the successful candidate could in time benefit from professional development and career opportunities across this cross phase multi academy trust.

We work closely with partners in local secondary and primary schools including; Birmingham University; Wolverhampton University; Kidderminster College; the Local Authority and Barnardo's. I, along with an outstanding staff including many Senior Leaders of Education (SLE's), regularly provide school to school support and work closely with the NCTL and SSAT on delivery of NPQ and other professional development programmes.

Set in North Worcestershire, Stourport on Severn is a thriving town built around the River Severn in the heart of England. The county is steeped in history, boasts miles of rolling countryside and is home to the nearby historic city of Worcester. The busy city of Birmingham, with excellent transport links including easy access to the M5, M6, M40 & M42 and the wider West Midlands, is also within commuting distance.

Within this pack you will find the following documents :

Job description

Person specification

Application form

Information about the school

Our success is based on the quality of the staff we have in whatever role they play. We want to continually improve and strive to excel in everything we do. If you would like to join our team, please read through this application pack and then complete the application form in full.

The closing date for applications is Monday 20 November 2017. We are happy to receive applications by email to [recruitment@shs.worcs.sch.uk](mailto:recruitment@shs.worcs.sch.uk).

Thank you for showing an interest in our school, I look forward to hearing from you and in the meantime if you have any questions or would like to look around our school please do not hesitate to contact Holly Nicholls on [hnicholls@shs.worcs.sch.uk](mailto:hnicholls@shs.worcs.sch.uk) / 01299 872950.

Yours sincerely

Ms L Deakin  
Principal



Severn Academies Educational Trust is a company limited by guarantee registered in England and Wales. Company number: 07633402.

Records are held at the registered office which is The Stourport High School & VI<sup>th</sup> Form Centre, Minster Road, Stourport-on-Severn, Worcestershire, DY13 8AX.



# **The Stourport High School & VI<sup>th</sup> Form College**

## **Job Description**

**Post:** PA to Principal

**Post holder:**

**Reporting to:** Principal/School Business Manager

**Scale / Grade:** Scale 6

**Term time factor/hours per week:** 37hrs/week, TTO + 4 weeks

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### **Job Purpose**

To provide a confidential administrative service to the Principal ensuring Principal is briefed for all meetings with relevant correspondence, documents/presentations and in the Principal's absence refer matters to relevant members of the Senior Leadership Team for action.

Working with the Principal, School Business Manager and Trust colleagues, maintain and manage all aspects of HR, personnel files and recruitment processes.

To undertake any other appropriate duties, as requested by the Principal or School Business Manager, to assist with the efficient running of the school's support services.

### **General Duties**

In charge of the day-to-day running of the Principal's Office, requiring a thorough knowledge of all office and HR procedures, and including dealing with students and staff, welcoming visitors, filing, mail, e-mail, word processing, photocopying etc.

- Provide a confidential secretarial, clerical and administrative service to the Principal;
- Ensure Principal is briefed for all meetings with relevant correspondence, documents/presentations and in the Principal's absence refer matters to relevant members of SLT for action;
- Screen and deal with the Principal's telephone calls;
- Receive and welcome visitors to the Principal in a professional manner, providing refreshments as required;
- Deal with incoming and outgoing correspondence for the Principal – drafting replies when necessary;
- Liaise with parents, clerk and Governors, staff, students, general public, unions, government departments, local authority and VIP visitors to the school; including arrangements of Ofsted inspection;
- Keep the Principal's electronic diary and make appointments in line with agreed procedure;
- Create and maintain the electronic and paper filing systems, as appropriate;
- Have a detailed working knowledge of the relevant SIMS packages and be able to access staff and student information including timetables;
- Take minutes of meetings as required and distribute papers;
- Assist in organising events such as parents' information evenings if necessary;
- Use design knowledge for school publications when necessary;
- Assist in the arrangements for school functions and receptions including invitations, catering etc;

- Liaise with partners and outside agencies on behalf of the Principal;
- Liaise with the Governing Body in arranging Disciplinary Panels, Admissions and any other meetings as required. Carry out all necessary administrative tasks in connection with this, to include preparing documentation, information regarding fixed term and permanent exclusions and other disciplinary matters.

## **Human Resources**

Under the direction of the Principal and working closely with the School Business Manager, ensure management of day to day HR function, including recruitment, contractual, disciplinary and staffing issues.

- Support the Principal and School Business Manager in relation to personnel management and administration;
- Maintain up to date safeguarding checks (SCR);
- Maintain computer and paper based confidential records of staff;
- Maintain absence records & produce regular reports regarding staff absence;
- Liaise with central HR with regard to changes to contracts;
- Maintain accurate job descriptions;
- Deal with confidential staff queries, both planned and unexpected, seeking advice from HR consultants where necessary;
- Ensuring Performance Management, pay progression and threshold changes are monitored and actioned;
- Action updates on HR and other protocols as directed by the Trust;
- Ensure accurate records are kept to enable monthly payroll checks;
- Assist the Principal/Business Manager to plan and coordinate the recruitment process, including drafting job descriptions/person specs, designing advertisements, interview programmes, references and letters of appointment, etc;
- Instigate new staff checklists, induction programmes and facilitate new starter set up and distribute to all departments;
- Ensure all statutory HR requirements are met (eg: School Workforce Census).

## **Experience**

The postholder will require experience in a senior administration role, preferably as a personal assistant. S/he will have regular contact with staff, governors, and other external agencies and stakeholders, so tact, diplomacy and confidentiality face to face and over the telephone, are essential, as is a degree of maturity.

## **Other responsibilities**

- To contribute to the positive team atmosphere and public image of the school
- To act professionally and with integrity at all times
- To undertake continual professional development
- Work with colleagues throughout the school and Trust to improve standards and practice.

### **Notes:**

- a) The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment.
- b) The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- c) The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.



# The Stourport High School & VI<sup>th</sup> Form College

## Person Specification

### PA to Principal

ABILITIES	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Education</b>	<ul style="list-style-type: none"> <li>Educated to Level 2 or above</li> <li>Excellent written &amp; verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>A level or further education qualifications</li> </ul>	Application form
<b>Skills</b>	<ul style="list-style-type: none"> <li>Exceptional planning and organisational skills including managing deadlines</li> <li>Highly developed interpersonal skills</li> <li>Confidence when dealing with difficult situations</li> <li>Ability to prioritise workload to meet competing deadlines</li> <li>Ability to relate to staff and discuss issues of a sensitive and confidential nature</li> <li>Excellent writing ability and a good command of grammar and punctuation</li> <li>Previous secretarial experience</li> <li>Able to interpret needs, take ownership &amp; work independently</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Human Resources administration</li> <li>Experience of recruitment campaigns</li> </ul>	Application form References Direct interview questions
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of complex diary management/Outlook software</li> <li>Experience at a senior level in an administrative environment</li> <li>Experience of developing effective systems and procedures</li> <li>Experience of working effectively with a range of internal and external partners and organisations</li> </ul>	<ul style="list-style-type: none"> <li>An awareness and understanding of working in a school environment</li> <li>Understanding of the role of the Governing Body</li> <li>Experience of managing/supervising staff</li> </ul>	Application form References Direct interview questions
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>High level of motivation, 'can do' attitude</li> <li>Strong awareness of professionalism and confidentiality</li> <li>Ambitious and aspirational for self and others</li> <li>Good sense of humour</li> <li>Ability to relate to children and young people and act as a role model</li> <li>High personal &amp; professional standards</li> <li>Able to work flexibly to meet the needs of the school</li> <li>Warm, welcoming &amp; professional manner</li> </ul>		Application form References Direct interview questions



## About Our School

### Students at The Stourport High School & VI<sup>th</sup> Form College make strong progress

The progress our students make has been recognised by the Department for Education, which named us as a Top 100 Performing School in the country recognising our continued and sustained improvement. Exceptional exam results at GCSE, BTEC and A Level highlight the many academic successes achieved by our students. The majority of students join our VI<sup>th</sup> Form in Year 12 where they are fully prepared, academically and personally, for university and employment. Whilst we place significance and importance on academic success we aim to make the school experience one to remember for all the right reasons. A love of learning is a gift for life and we aim to provide a school experience that promotes happiness and an enjoyment in coming to school each day. Each member of our school community belongs to one of our four colleges, named after local war veterans, fostering a sense of belonging and encouraging healthy competition and success through individual and collaborative contribution to a team. Our colleges orchestrate fantastic work for a variety of charities which has led to us being recognised as one of the top schools in the UK for fundraising.

### We strive to be outstanding in everything we do

Our pursuit of excellence ensures that we are relentless in our quest to provide a high quality learning experience which develops the strengths, talents and skills of all students and staff. Working closely alongside a wide range of local, national and international partners, we remain innovative and progressive whilst being at the heart of the community, reflected in our close partnership with parents and collaboration with our local schools.



### Learning is enhanced through our fantastic facilities

Our fantastic sports provision makes full use of a new sports hall, fitness suite, athletics & cycle tracks, netball dome and two all-weather pitches and students also access other local facilities including Stourport Sports Club. Excellence in music and the performing arts is enhanced through music tuition in a wide range of instruments plus opportunities to work in our music studios and perform in showcases and school productions; events which play a vital role in school life. Students have access to our Additional Learning Facility (ALF), IT suites and social and restaurant spaces. We are also very excited to announce that in September 2017 we saw the opening of our brand new state of the art VI<sup>th</sup> form centre which will further enhance our post 16 student's experience.

### We recognise that learning extends beyond the classroom

We have established a strong tradition for providing excellence in our extended curriculum. Providing all of our students with a wide and varied menu of enrichment activities and trips both in the UK and abroad enables them to learn important life skills and in turn enhance personal experiences and perspectives on the world.

### Severn Academies Educational Trust

Stourport High School is part of the Severn Academies Educational Trust (SAET) consisting of both secondary and primary schools across Wyre Forest, Worcestershire. The Trust's vision is to create and foster a culture of high aspiration and expectation amongst all students regardless of their social, economic or cultural background. The Trust has a strong and open culture of collaboration between all of its schools where quality first teaching is paramount and pupils enjoy and are engaged in a rich and relevant curriculum.

## Outstanding in all categories

Ofsted have acknowledged us as a consistently 'outstanding' school in all categories over successive inspections:

- Achievement of students
- Quality of teaching
- Behaviour and safety of students
- Leadership and management

More information about us can be found on our website:

[www.shs.worcs.sch.uk](http://www.shs.worcs.sch.uk)



## The Stourport High School & VI<sup>th</sup> Form College

An Academy for Students Aged 11 - 18

Minster Road  
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**Ms L Deakin BA Hons, PGCE, NPQH**  
**Principal**



# **Guidance on Completing the Application Form**

## **Section One: Personal Details**

Please ensure that all details are completed including your date of birth and Teacher Reference Number (if applicable).

## **Section Two: Education, Training & Qualifications**

Please complete this section fully.

## **Section Three: Employment/Work Experience**

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this.

## **Section Four: Supporting Statement**

Please use this opportunity to show your suitability for this post as outlined in the person specification:

- Give an outline of your educational beliefs

- Tell us why you want to join our school

- Outline the contribution you could make to the development of students at Stourport High School.

## **Section Five: Convictions/Disqualifications**

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

## **Section Six: References**

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from the headteacher of your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered.

## **Section Seven: Declaration**

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.





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National Teaching  
School

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