



# Bishop David Brown

Our vision is to be an outstanding school, providing a stimulating educational environment enabling students to achieve their full potential

## Candidate Brief

Personal Assistant to the Head of School



Unity Schools Trust  
*'Excellence through collaboration'*



**Dear Applicant**

**Personal Assistant to the Head of School**

Thank you for showing an interest in the post of Personal Assistant to the Head of School at Bishop David Brown. This school is on a journey to exceptional and I need a PA to support me in my role and the school in our relentless drive to further improve standards.

You need to share the school's passion for transforming young people's lives, possess the drive and motivation to be an exceptional school and have the ability to recognise the important role you will play in the organisation.

Ideally we need someone who is exceptionally organised and can effectively manage my diary. You will have a "can do" attitude and excellent attention to detail. A sense of humour is essential!

What we can offer is a supportive nurturing environment for students, opportunities to develop your career and the best students you will ever meet.

The closing date for this post is **Wednesday 29 November 2017 at 12 noon**. Interviews will take place on Tuesday 5 December 2017 although we reserve the right to interview suitably qualified candidates on receipt of application. Please do not hesitate to contact Mrs Liz Simmons, Business Director, on 07384 252660 or [lsimmons@unityschoolstrust.co.uk](mailto:lsimmons@unityschoolstrust.co.uk), if you wish to arrange a visit to the school prior to interview.

Yours faithfully

**James Rodgers**  
**Head of School**

*Bishop David Brown School is operated by the Unity Schools Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 07692130. The Registered Office is at Thorpe Road Staines upon Thames TW18 3HJ*

## Background Information

Bishop David Brown is a small school where everybody knows each other well. Our average class sizes are below national expectations and this is valued by all.

One thing we are certain of is that students work to the best of their ability in a school where they are healthy, enjoy their education, stay safe and make positive contributions to the community. Visitors always comment on the caring, friendly atmosphere and the polite, happy students.

We want all our students to value their time with us, to develop lasting friendships, have positive experiences and develop the confidence to exceed expectations in whatever they do. We continually strive to support our students in gaining skills, qualifications and achievements in preparation for their life after school.

To provide this positive environment we strive to employ excellent staff who want to give, and gain, from the enriched learning environment. They work well together to make this school a successful and happy community.

The head of school's office at Bishop David Brown is a busy environment. The successful candidate will come into contact with a wide range of people including teachers, students, parents and carers, education specialists, governors and members of the public.

Key qualities of this role will include confidentiality, efficiency, flexibility and being able to work using your own initiative. You will be put under pressure at times and will need to demonstrate a willingness to contribute to the continued improvement of our school. Effective diary management is important as is the ability to take minutes of meetings. Previous experience of marketing would be advantageous, especially with the press and other local stakeholders. The Head of School is looking for a new colleague to support him in his role, understand the pressures of working in an educational environment and work collaboratively across a range of stakeholders.

The school uses a wide range of management information systems to enhance the service they provide to stakeholders including SIMS, FROG and Parentmail. Prior experience of these systems, or similar, would be advantageous although full training will be provided where necessary.

This is a permanent role (subject to a six month probation period) for 36 hours per week although the successful applicant will need a flexible and adaptable approach to their working day with the ability to work longer hours where required. The role is over five days, Monday to Friday, and for 42 weeks per year (39 weeks during term time, including inset days, plus 3 weeks during holiday times, taken as directed). Annual leave should only be taken during school holidays. The salary will be based on Grade S7 with a range of £23,573 to £27,814, dependent upon experience. This salary will be paid in twelve equal payments over the year. The actual salary, pro rata, will be between £21,640 to £25,534 per annum.

**“The curriculum caters extremely well for different groups of students. It contributes very positively to students’ spiritual, moral, social and cultural development, and helps to ensure that they are well prepared for the next stage of their education and for future employment.”**

**Ofsted 2014**

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## Location

Sheerwater is a residential neighbourhood on the outskirts of Woking, Surrey. It has excellent transport links being close to West Byfleet and Woking mainline stations with good bus links and quick access to the A3, M25 and M3 road networks.

## Staff Benefits

Alongside our continued focus on professional development we also offer a well-being and medical treatment package with benefits including:

- Physiotherapy
- Online Health Management System
- Relationship and Stress Counselling
- Medical Treatments for a range of conditions

Staff are also able to subscribe to a package that gives a range of flexible benefits that include childcare vouchers and staff discounts.

Bishop David Brown support staff are eligible for membership of the Local Government contributory pension scheme.

## A Commitment to Training and Professional Development

We are committed to recruit, develop and support excellent staff and provide a range of opportunities to enable staff to reach their full potential.

“Students make good progress from their different starting points. Their attainment is rising rapidly as a result of effective action taken by leaders to improve the quality of teaching, which is now consistently good.”

### Ofsted 2014

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## Interview Process

### Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

### Interview

Those shortlisted will take part in an in-depth process that will include an interview, a practical task, school tour and in tray exercise.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### 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.

## Job Description

Job Title: **Personal Assistant to the Head of School**

Reporting to: Head of School

## Job Purpose

To support the Head of School to lead the school with maximum effectiveness. This involves prioritising the Head of School's workload to meet varied and conflicting needs. The postholder will understand the nature of the Head of School's role and devise, maintain and monitor the appropriate administrative systems to enable them to fulfill their responsibilities efficiently and effectively.

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team.

## Key Responsibilities

- Manage the access of stakeholders to the Head of School
- Proactively plan and maintain the Head of School's diary
- Plan and organise meetings
- Be proactive in managing correspondence and telephone calls
- Receive visitors for the Head of School
- Provide confidential clerical and administrative support to the Head of School
- Support the Leadership Team in arranging key events
- Take minutes of meetings when required by the Head of School
- Deal with stakeholder enquiries, especially in the Head of School's absence
- Liaise with the governing body and clerk
- Arrange and co-ordinate travel and accommodation when required
- Maintain and enhance efficient filing and documentation retrieval systems for the Head of School
- To act as a central point of contact for projects which may be delegated by the Head of School
- To establish constructive relationships and to communicate with other agencies and professionals
- To be responsible for liaison and dissemination of information with all stakeholders
- Support the HR Manager in the provision of personnel services and recruitment of staff
- Arrange stakeholder tours and visits to the school
- Support the school's distinctive vision and ethos
- Provide, as required, a confidential support service to the Leadership Team
- To manage all administrative aspects of the exclusion process
- Support the Head of School during the annual appraisal cycle
- To assemble and prepare papers required by the Head of School to attend meetings, prepare reports, or reply to requests for information
- To act as liaison in the casual admission process
- To complete the School Workforce Census
- To have responsibility for the accurate and timely management of the School's Safeguarding List
- To line manage the Office Manager and oversee the effective support of the administrative team for the school

**Personal Development:**

- Take responsibility for your own continuing professional development by using the school management system on a regular basis
- To be aware of school procedures and comply with school policies
- To follow the school Staff Sickness Procedure

**Knowledge and Understanding:**

- Principles and practices of effective administration for a senior leader
- Contribute to the development of procedures and policies
- Keep well informed with regards to contemporary issues in marketing and administration
- Ensure that all work is conducted in line with school policy on health and safety

**Skills:**

- Promote the school's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Create a happy and effective working environment
- Deal promptly and effectively with procedures

**Principal Accountabilities:**

- Provide appropriate support to the Head of School and leadership team
- Engage in appropriate training to ensure the most effective techniques can be employed to support the Head of School
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended
- Adhere to the same high standards of dress as expected for students and dress smartly at all times (see staff handbook for more detailed information)

**Review and Amendments:**

*The job description should be seen as enabling rather than restrictive and will be subject to regular review.*

*Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

# PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
IT literate	√		AF/T/I
Good oral and written communication skills	√		AF/T/I
Excellent interpersonal skills	√		AF/I/R
Willing to improve own practice through observation, evaluation and discussion	√		AF/T
Additional language other than English		√	AF/T/I
Excellent organisational and planning skills	√		AF/I/T
Flexible approach to the needs of the school and ability to work under pressure	√		AF
Effective communication skills	√		AF/I
Experience of maintaining records, using IT systems and paper based methods		√	AF/I
Have the capacity to manage own workload	√		AF/I
Express oneself clearly, orally or in writing	√		AF/I

**“Students throughout the school benefit from many opportunities to take on responsibility, for example, as assistant librarians or sports leaders. This contributes very well to their moral and social development and helps them to develop skills which will serve them well in the future.”**

**Ofsted 2014**

Qualities	Essential	Desirable	How Assessed
Able to use initiative	√		AF/I
Adaptable and flexible	√		AF/I
Reliable and relates well to adults and students	√		AF/I
Trustworthy	√		AF/R/I
The ability to manage time effectively and prioritise work	√		AF/I/R
Be a successful team player with a “can do” attitude	√		AF/I/R
Patience, sense of humour and a cheerful disposition	√		AF/I/R
Reflective practitioner	√		AF/I
A commitment to own personal and professional development	√		AF/I/R
Ability to work under pressure and meet deadlines with a high level of accuracy and presentation	√		AF/I/R
Able to work with discretion and confidentiality	√		AF/I/R
The ability to form and maintain appropriate relationships and personal boundaries with students	√		AF/I/R

Experience	Essential	Desirable	How Assessed
Use of management information systems (eg SIMS)		√	AF/I
Successful experience in a directly relevant role		√	AF/I
Working in a school or similar environment		√	AF
Working with young people		√	AF
Working in, or the development of, marketing in a previous role		√	AF/I
Minute Taking		√	AF/I



Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	√		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	√		AF/I

Education & Qualifications	Essential	Desirable	How Assessed
Basic general education to GCSE (or similar) Grade C or above in Maths and English	√		AF/C
Further relevant levels of qualification		√	AF/C
First Aid qualification		√	AF/C
Relevant professional development over the last 2 years		√	AF/C
Training and/or qualification in areas relevant to the role of Personal Assistant to the Head of School		√	AF/C

### ***Special Requirements***

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.