



Buile Hill
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Headteacher's PA & Office
Manager



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Headteacher's PA & Office Manager at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Welcome from the Headteacher

Dear Candidate,

Thank you for expressing your interest in the post of Headteacher's PA & Office Manager at Buile Hill Academy. Buile Hill Academy is at an exciting stage of its growth and development. Having recently joined the school as Headteacher, I am inspired and motivated by the energy and dynamism of the staff and students in our school community and am confident in its future improvements.

We have a new senior team that are confident in their mission to provide our students with the best quality of provision, both in and out of the classroom. Our staff are committed, passionate and driven by our sense of moral purpose and have worked relentlessly to ensure that each child receives the best support possible.

Our families and extended community network continue to support us and work with us to ensure that we serve our students in the best way possible. We recognise that our students will only get the best through careful partnership between school and home and the local community itself. We are proud of our place within the Salford community and continue to strive to be a beacon within the Salford area.

Students at Buile Hill are remarkable. It goes without saying that the circumstances surrounding the pandemic were challenging for all, but the resilience, tenacity and commitment demonstrated by our students is second to none. We are proud of the achievements that our students make each day and we strive to make sure that every child is recognised for their individual success.

We look forward to welcoming you to our school and we are excited by this opportunity to appoint a dynamic and passionate individual to join our team here at Buile Hill.

Mr D Lancaster
Headteacher



About our Academy

Buile Hill Academy is an 11 – 16, co-educational, fully comprehensive community school, serving the inner city community of Salford. We became part of Consilium Academies in 2016, a multi-academy trust that shares our commitment to inclusive education and the development of children as rounded individuals. In our recent Ofsted the school was praised for its inclusivity and both Leadership & Management and Teaching, Learning & Assessment were rated as good.

The staff at Buile Hill Academy are a dynamic team of professionals, all of whom are committed to providing high quality provision for all our students. Serving over 800 students in Years 7-11, we aim to provide an inclusive and purposeful learning environment and ultimately serve our local community.

Here at Buile Hill, we value all members of the school community as individuals. As a member of staff, you will be supported in your own professional development and career aspirations, and ensure that you are able to develop to perform your role to the highest of standards. We recognise that all professionals, at every stage of their career deserve the opportunity to continue learning and growing.

Our students deserve the best quality of provision, both in and out of the classroom. Our vision is to provide an excellent education for every student and that every student will set themselves the highest standards, aiming to reach their greatest potential, becoming responsible, independent and self-motivated.

Through consistent support and strong relationships our students build resilience, which enables children to make a positive contribution to their community, both locally and beyond.

About the Trust

The Consilium Mission

“Enriching Lives, Inspiring Ambitions”

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants

- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations.



Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focussed on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

- Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.
- Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.

Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.



About the Role

Job Title: Headteacher's PA & Office Manager

Start date: 1st November 2021

Hours: 36 hours, all year round

Contract: Permanent

Salary: Grade 8 (NJC scale points 23 – 26) £27,741 - £30,451

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Buile Hill Academy, part of Consilium Academies who are committed to providing the best possible education for our pupils.

We are seeking to appoint a talented and committed individual to join our Administration team here at Buile Hill Academy. The role of the Headteachers PA and Office Manager will be to ensure the safe and effective running of all operational aspects of the school office. You will be responsible for leading and managing the school's Administration team, as well as providing day-to-day administration support to the Headteacher in a discreet and highly confidential and professional manner.

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

We are keen to support your career not only within our academy but also across our group of academies that form Consilium Academies Trust.

The successful candidate will present the best possible example of professional standards to colleagues.

For further information regarding the role please contact Jenna Everett- 07593 583047 / Janet Hall- 07593 583065 or alternatively email support@oeresourcing.co.uk

To apply please complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Jo Derbyshire at Joanne.Derbyshire@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is Friday 1st October 2021 at 9am.

Interviews will take place on Monday 11th October 2021

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.



Job Description

Job Title:	Headteachers PA and Office Manager
Based at:	Buile Hill Academy
Grade:	Grade 8 (NJC scale points 23 – 26) £27,741 - £30,451

Main purpose of the Role

Undertaking the role of Headteachers PA and Office Manager to ensure the safe and effective running of all operational aspects of the school office.

Core Responsibilities & Tasks

Main Duties and Responsibilities/Accountabilities:

Managerial Duties:

- Lead and manage the school's Administration Team.
- Manage administration functions to ensure efficiency and effectiveness in order to meet the needs of the school, including dealing with enquiries from parents and members of the public.
- Design and implementation of effective, safe administrative systems and procedures for the administration
- Manage complex administrative procedures
- Plan, develop, organise and monitor support systems, and procedures
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate
- Plan, develop, organise and monitor administration systems, and procedures
- Contribute to the development of administration policies
- Provide support, advice and guidance on administrative issues to senior staff and others
- Develop and maintain recording and information systems, including personnel staff.
- To have extensive knowledge of and insight into the organisation's structure and a thorough knowledge of the aims and objectives of the school and to ensure that these are regularly communicated to all staff
- Maintaining systems and procedures to ensure the efficient operation of the Headteacher's office.
- Responsibility for the production, implementation, evaluation and annual review of Administration related policies and risk assessments, ensuring compliance with Data Protection.

PA/Administrative Duties:

- To provide day-to-day administrative support to the Headteacher in a discreet and highly confidential professional manner.
- To act as an effective conduit for communication between Teaching & Non- Teaching staff
- To arrange meetings and operational details for Senior Level events and appointments as required
- To organise venues, resources and refreshments for the Headteacher.
- To take minutes as and when required at Senior Level events, ensuring that agenda's and minutes/notes are kept and made available to participants in a timely manner.
- To accompany the Headteacher to a variety of meetings as required providing administrative support
- To make travel arrangements on behalf of the Headteacher.
- To be the first point of contact for all emails, letters, telephone calls made to the Headteacher and take detailed messages where appropriate (including using judgement to delegate to other Senior Staff)

- To deal effectively and courteously with all of the Headteacher's visitors.
- To coordinate the Headteacher's diary and keep an updated copy diary, including scheduling future appointments and meetings, exercising judgement to prioritise and deal with conflicting demands.
- To undertake all aspects of the Headteacher's administrative requirements such as typing letters and reports and maintaining filing and email systems.
- To answer routine enquiries from staff, parents and other agencies made to the Headteacher and to deal with them effectively, in the first instance wherever possible.
- Ensure archive records are maintained in accordance with current legislation.
- To organise cover for absent colleagues as and when required
- To provide administrative and general support for whole school activities and provide excellent customer service to all.
- Ensure records are kept up to date for statutory returns such as the Census.
- Recording and processing of complaints as directed by the school's Complaints Policy.
- To effectively support the Trusts Governance Manager with Local Academy Board meetings.
- Liaise with other staff, pupils, parents/carers and external agencies
- Undertake analysis and interpretation of data, and produce detailed reports and complex information
- Operate bespoke school information management systems
- Responsible for completion and submission of forms, returns etc., including those to outside agencies
- Produce, and respond to, correspondence such as whole school letters.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- 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, the Trust will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person Specification

Essential Experience/Qualifications

Excellent numeracy / literacy / ICT skills

Experience of using and managing school MIS systems

Experience of managing aspects of school facilities

Experience of managing, leading, organising and motivating a team.

Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad

Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.

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Skills/Knowledge

Ability to formulate ideas and solutions and present them effectively to Head Teacher and Business Support Officer

Ability to persuade, motivate, negotiate and influence

Able to respond flexibly and adapt to changing and challenging circumstances

Ability to maintain strict confidentiality of information received and processed as part of the job role

Prioritise, plan and organise direct and co-ordinate the work of others; build, support and work with high performing teams

Work as part of a team

Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards and provide a role model for pupils and staff

Seek advice and support when necessary

Deal sensitively with people and resolve conflicts

Commitment to equal opportunities

In depth knowledge of school safeguarding, health and safety, fire procedures, risk assessments.

Open – minded and receptive to new ideas, approaches and challenges