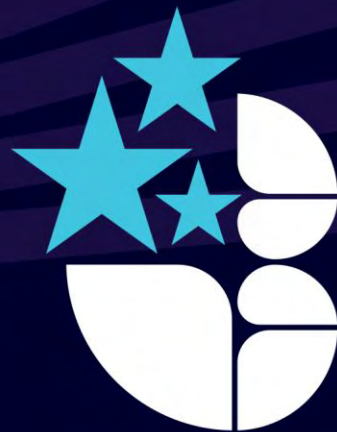


# PA / Office Manager

NJC Scale I point 22 – 25 - £29,439 - £32,020  
Full time – 52 weeks

Ash Green School



**ASH GREEN  
SCHOOL**  
*Creative  
Education  
Trust*

## Dear Colleague

This position of PA/Office Manager is a key appointment and the successful candidate will be part of a dynamic team with a wide ranging array of responsibilities. Please complete an application form in full along with a supporting statement, no longer than one side of A4 paper showcasing how you are aligned with our vision, values and purpose. Please use the person specification as a guide for your application.

I would welcome an opportunity to meet with you before interview to enable you to meet our students, share in some of their learning and gain an understanding of our ethos and aims.

Tours of the school:

Please get in touch to arrange at a time that is suitable for you

Deadline for applications:

Monday 30 January 2023 at 9am

Interviews:

Week commencing Monday 6  
February 2023

If you have any questions please do not hesitate to contact Emma Dickinson,  
[Emma.Dickinson@ashgreenschool.org.uk](mailto:Emma.Dickinson@ashgreenschool.org.uk).

I look forward to receiving your application.

*Fuzel Choudhury*

Principal

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



## We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT ASH GREEN SCHOOL



**Every Moment: High Expectations**  
**Every Lesson: Do Your Best**  
**Every Day: Make A Difference**

Our mantra above conveys and underpins our whole approach, identifying and releasing the potential of each child as they proceed through their seven-year journey, giving them the very best possible opportunities to become a successful person in our 21<sup>st</sup> century global community.

Here at Ash Green School, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. We provide the very best opportunities for everyone to excel and nurture all the fantastic qualities that are not materialistic or target driven. Success for us is measured by sending out happy, confident and independent young people who are ready for the challenges of university and the world of work.

We provide an education that has an international outlook; opening minds to the world around them and instilling skills of enquiry, reasoning and problem solving. We are passionate about developing oracy; from the start of year seven an extensive vocabulary toolkit is developed, and we offer many opportunities to practice speech making.

Being a community academy within the Creative Education Trust family, we benefit from partnership working and enriching opportunities to assist student development. We are fiercely committed to ensuring the academic, technical, creative and emotional support is of the highest quality for every young person we serve. There is no glass ceiling at Ash Green School.

## **Our on-site facilities include:**

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Lecture Theatre with sound system and projector;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- A new spacious 14 classroom block and office's opened in September 2018



**Ash Green School is a Good School with Outstanding features**

**OFSTED MAY 2017:  
GOOD**

To see full details of the school performance data please visit:  
<https://www.compare-school-performance.service.gov.uk/school/137781/ash-green-school/secondary>

# SUPPORT FOR OUR STAFF



## PROFESSIONAL DEVELOPMENT

- We ensure that CPD is closely tailored to the needs of our teachers by linking it closely to their feedback.
- We do not operate a CPD hierarchy, we believe that we can all learn from each other regardless of experience.
- CPD is delivered through structured training days and twilight sessions with days off in lieu.
- Our Pedagogy Improvement Team (PIT) provide in house expertise on all aspects of educational practice, supported by a host of external experts provided by our Sponsor, The Creative Education Trust.
- We tier our support carefully to support teachers who are struggling and provide time for improvements to take hold.
- We work closely with Ambition School Leadership and provide aspiring middle and senior leaders with focused leadership development opportunities paid for by the Creative Education Trust.

## WE ALL PURSUE A STRONG WORK LIFE BALANCE

- Our staff are encouraged to make time for themselves and their families.
- There are no expectations for teachers to answer emails outside of working hours and particularly at weekends.
- Our Senior Managers are constantly working to streamline our systems so that they work better and save more time – we strive to only do things that are going to make a difference.
- We openly consult with staff over significant changes which will impact on their working practices.
- We have a strong culture of peer-to-peer praise through our weekly 'Ash Green Gurus' reward cards.
- We provide all of our staff with a half termly opportunity to participate in expert professional supervision – we encourage our staff to talk, keeping things to yourself is not a sign of strength.
- We have an 'Open Door' to Senior Leadership – no concern is too small.
- We run seasonal events that allow students and staff to show their less serious sides e.g. Own-clothes days, Christmas Jumpers and World Book Day.
- We provide our staff countless opportunities to get involved in the life of the school including Duke of Edinburgh Award and international visits and exchange opportunities. Recent activities include an exchange to China, visits to Ghana, Barcelona, Belgium and the USA.



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# PA / OFFICE MANAGER

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### LOCATION

ASH GREEN SCHOOL, COVENTRY

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### SALARY

NJC Scale I point 22 – 25 - £29,439 - £32,020

Full time – 52 weeks

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### PURPOSE AND SCOPE

To be the Personal Assistant to the Principal and perform all necessary tasks requested. To undertake a full range of secretarial and administrative duties to the Principal and to ensure the efficient and effective running of the Leadership Hub and daily business as well as the school office and administration team.

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### REPORTING LINES

Reporting to the Principal.

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### MAIN ROLES & RESPONSIBILITIES

- Act as a first point of contact within the Academy for staff, Academy council members, parents and others seeking contact with the Principal.
- To assist the Principal in organising her administrative workload recommending items to be dealt with in order of priority.
- Ensure that the Principal responds to particular approaches within timescales identified in any agreed priority action list.
- Maintain the diary for the Principal, arranging appointments as appropriate, and ensuring that he/she is adequately briefed on matters to be discussed.
- Make travel arrangements for the Principal and to provide care for his/her visitors, including the provision of refreshments.
- Assemble and prepare papers required by the Principal to attend meetings, prepare reports, or reply to requests for information.
- Handle all confidential correspondence with discretion.

- Liaise with senior management concerning priorities, deadlines, policies and procedures.
- Liaise with the Regional finance lead and HR lead where necessary.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated. Maintain confidential personnel files for staff as directed by the Principal.
- Receiving, processing responding directly to communications – email, post and telephone calls.
- Assist in dealing with complex enquiries, including complaints.
- Liaising with the Trust's representatives where appropriate to follow up agreed actions.
- Respond positively, sensitivity and efficiently to staff, parents, governors, Trustees and other stakeholders when supporting School business on behalf of the Principal.
- Assist with administrative activities, as directed, to contribute to the efficient leadership of the Academy.
- Maintain confidentiality at all times.
- Line manage other staff in the school office.

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### ORGANISATION

- Undertake confidential and general typing and word-processing for the Principal as requested.
- Undertake IT-based tasks which may include:
  - Receiving e-mails on behalf of the Principal and filter for junk mail;
  - To manage the publication of the weekly letter to parents
  - Maintaining diaries including an electronic diary system.
  - Organising and arranging meetings.
  - Co-ordinating with attendees.
  - Arranging for room/s.
  - Organising refreshments.
  - Co-ordinating arrivals.
- Support the Principal and other senior managers in the organisation and detailed planning of special events, such as awards evening, work experience, annual careers conference
- Producing the Academy Council and Academy Improvement Board agenda and attend meetings, take minutes and distribute to stakeholders.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Principal.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

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## OFFICE MANAGEMENT RESPONSIBILITIES

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- To supervise the day-to-day running of the administration function of the Academy office.
- To line manage, and performance manage, all main office administration staff.
- Line management will include regular meetings, mentoring, co-ordination, monitoring and will include the requirements of the Academy's performance management policy.
- To supervise, manage and/or arrange training and development of office administration staff as appropriate.
- To manage the recruitment and selection of administrative staff within the Academy office.
- To ensure all office administration staff are fully cognisant with safeguarding procedures with regard to visitors/contractors to the Academy.

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## SUPPORTING THE SCHOOL

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- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day

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## OTHER

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- Flexibility with working hours to accommodate the needs and expectations of the Principal as and when needed. For example, to support in meetings prior to and after school hours.
- Attend regular meetings
- Undertake any relevant training and courses
- Participate in the schools Appraisal process
- Make a positive contribution to the wider life and ethos of the school

- Undertake daily break and/or lunchtime time supervision duties

- Act to ensure pupils' health and safety.

- Support the Academy's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.

- Work in compliance with the school policies and procedures, especially those relating to child protection and health and safety.

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

- Undertake other various responsibilities as directed by the Principal.

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## SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

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- Develop strong, positive relationships with Creative Education Trust colleagues; contribute to collaborative work across Creative Education Trust schools and support other staff in participating in trust-wide work and projects
- Participate in Creative Education Trust and sector-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines

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You can find out more at:

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<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS/ TRAINING</b>	<ul style="list-style-type: none"> <li>• NVQ level 2 in Business Administration or equivalent qualification in related area or equivalent experience.</li> <li>• RSA 2/3 or equivalent qualification or experience in typing/word processing.</li> <li>• Level 2 in English and Maths or equivalent.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working as a Personal Assistant.</li> <li>• Experience of providing high-level support in a busy, politically sensitive environment.</li> <li>• Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment.</li> <li>• Experience of producing meeting minutes and documents of a high quality.</li> <li>• Experience of working independently within set procedures with minimal guidance</li> <li>• Experience of managing a team</li> </ul>	
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to school policies including Child Protection, Health &amp; Safety and Equal Opportunities.</li> <li>• High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access.</li> <li>• Understanding of GDPR.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of MIS Systems.</li> </ul>
<b>SKILLS &amp; PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Proven high communication skills, oral and written in order to produce detailed reports and memos.</li> <li>• Excellent telephone manner.</li> <li>• Very good numeracy/literacy skills.</li> <li>• Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.</li> <li>• Very good ICT skills.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> <li>• Good interpersonal skills.</li> <li>• Ability to establish priorities and meeting agreed targets and deadlines.</li> <li>• Embrace responsibility for identifying sound and effective solutions to a variety of different problems.</li> <li>• Experience of managing and organising a senior manager's daily and forward work programme.</li> <li>• Ability to act as minute taker as directed by senior managers.</li> <li>• Demonstrates an attention to detail and an ability to stick at routine tasks.</li> <li>• Proven ability to manage competing priorities and meet deadlines in a calm and efficient manner.</li> <li>• Ability to work effectively individually and also as part of a team complimenting the work of existing colleagues.</li> <li>• A professional approach supported with a due regard for discretion and the need for confidentiality.</li> <li>• Ability to respond flexibly and adapt to changing and challenging circumstances.</li> <li>• Experience of delivering excellence customer service to internal and external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to formulate ideas and solutions (drawing upon good practice from elsewhere).</li> </ul>

You can find out more at:

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	<ul style="list-style-type: none"> <li>• Ability to deal with challenging situations</li> <li>• Excellent organisational skills and the ability to deal with a reactive, wide ranging workload</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice.</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> </ul>	

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[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)