



Candidate Briefing Pack

PA to the Chief Executive





Welcome to

The Howard Academy Trust

Thank you for showing an interest in working for The Howard Academy Trust. As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans extending into North Kent and have been selected by the DfE and Kent County Council to open a new secondary presumption free school in Margate in September 2023.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust





Vision and Values

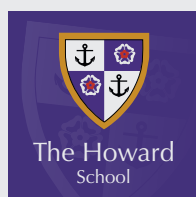
“Working together to build a community of successful learners”

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Our Family of Schools



The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



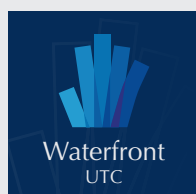
Temple Mill Primary School
210 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



Deanwood Primary School
210 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Thames View Primary School
420 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Waterfront UTC
170 Pupils on Roll
Located in Gillingham, Kent



Miers Court Primary School
420 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Further information about our academies can be found at www.thatrust.org.uk



Working for The Howard Academy Trust

The Howard Academy Trust value employees that work for our organisation. The following benefits are available to employees within our academies.

Financial

- Salary
- LGPS Pension
- Sick Pay

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working



Hear from staff across the Trust

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Employee Assistance Programme
- Flu Jabs
- Discounted Gym Membership at Avenue Tennis, Gillingham

Professional Development

- Access to Middle and Senior Leadership Courses
- Role specific training courses for Associate Staff
- Career stage CPD

Job Description

Job Title:	PA to the Chief Executive
Department:	Trust Central Team, Waterfront UTC
Contract Type:	Full Time, All Year Round
Remuneration:	NJC C2 Points 17 - 25 (£24,491- £29,577 depending on experience)

Core Purpose

The holder of this post is expected to carry out the professional duties of PA to the Chief Executive at The Howard Academy Trust as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Board of Directors. The post-holder is required to fully support the vision, ethos, and policies of the Academy Trust.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Key responsibilities:

To act as first point of contact for the Chief Executive, proactively and promptly reviewing and tracking incoming enquiries such as emails, invitations and correspondence and responding directly, delegating to colleagues, or advising on responses to the Executive Team, providing clarity of outcome/actions and ensuring these are followed to resolution in a professional manner.

To ensure the effective operation of the Chief Executive office.

- Ensure that the Chief Executive is fully supported in all aspects of their work including confidential matters.
- Maintain short, medium and long-term diaries for the Chief Executive and Executive Team making necessary travel, meeting and other arrangements for appointments.
- Ensure that the Chief Executive is fully prepared for all meetings and engagements by preparing relevant briefing notes/collating relevant papers.
- Make administrative arrangements and plan for internal and external meetings, interviews and conferences and attend as necessary.
- Provide high level secretarial support to key internal and external meetings involving the Chief Executive, including preparing agendas, coordinating or writing papers, producing minutes and ensuring follow-up actions are progressed.

- To ensure effective communication and liaison across the academies within THAT and with external bodies with which the Chief Executive requires representation and is involved, as required.
- To prepare high quality correspondence, reports, memos and presentation material as required, reflective of THAT branding.
- Manage information and administration systems; maintain manual and computerised filing systems; organise and retrieve information, ensuring efficient and cost effective systems are established, maintained and reviewed.
- Provide ad-hoc support to the Executive Team as required. The Chief Executive will support with assessing capacity or reprioritising workload where necessary.
- To receive and welcome visitors to the Chief Executive/Executive Team in a professional manner, providing refreshments and arranging hospitality as required.
- Collate and maintain an up to date register of Trust policies and local policies ensuring that academies are compliant with DfE requirements.

Administration

- The nature of this role includes several admin tasks, please see above.

Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Arbor, E-mail).

Management

- This post does not have any management responsibilities.

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and 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 Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Director of Finance and Operations to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Post: PA to the Chief Executive

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • Maths & English GCSE or equivalent Grade C and above • Have undertaken training relevant to the post. 	<ul style="list-style-type: none"> • Have an NVQ or relevant qualification in secretarial skills, administration, business studies or any other relevant subject.
Experience	
<ul style="list-style-type: none"> • Experience of providing PA support • Working in a busy administrative role, demonstrating exemplary practice. • Providing dedicated support to a senior manager. 	<ul style="list-style-type: none"> • Experience of working in the Academy sector • Experience of working as a PA to the Chief Executive of an organisation • Organisation of staff training
Knowledge and Understanding	
<ul style="list-style-type: none"> • Strong organisational skills • Apply fast and accurate keyboard skills. • Handle highly confidential or sensitive information in an appropriate and secure manner. • Demonstrate a strong working knowledge of office software and administration systems. • Demonstrate a good telephone manner when dealing with a range of callers. • To format and type formal letters, reports and documents. • Demonstrate a high level of literacy in using the internet, digital devices, software and apps. • Excellent time management and organisation skills • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post • To undertake any training relevant to the role 	<ul style="list-style-type: none"> • Be able to write in shorthand • Knowledge of child protection and safeguarding policies • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards

Characteristics and Competencies

- Excellent verbal and written communication skills
- A flexible approach towards working practices
- The ability to work both as a team and independently
- A commitment to empowering and supporting others
- Dedication to professional development of yourself and others
- Capable of handling a demanding workload and ability to prioritize effectively
- Professionally assertive and clear thinking
- Friendly, committed and approachable

Application Process

Application Process

We will review applications as they are received and contact those shortlisted for interview. Early applications are encouraged as we will close the recruitment process once a suitable candidate is appointed.

Despite COVID-19 recruitment and hiring will continue for The Howard Academy Trust.

Applicants should send their completed application packs to hr@thatrust.org.uk.

Important Information for Applicants

Closing Date:	Wednesday 15 December 2021 Shortlisting to take place via Teams on 16th and 17th December
Interviews:	Wednesday 05 January 2022

Person Specification

This specification sets out the criteria which will be used to shortlist candidates for interview and during the interview process. After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

We hope you find the information in this pack useful. Should you have any further queries or concerns, please do not hesitate to contact Sharon Teachen, HR Manager, on 01634 265771 or email hr@thatrust.org.uk.