

Candidate Information Pack:

Personal Assistant to the Head
Teacher

Noel-Baker Academy

 @noelbakerlead



Role: Personal Assistant to the Head Teacher

Salary: Scale Point 23-25 (£24996 – £26650)

Location: Noel-Baker Academy

Contract Type: 41 weeks (37 hours)

Contract Term: Permanent

Closing Date: 05/11/2021

The Opportunity:

Following the promotion of the current post holder we are seeking to appoint a Personal Assistant to the Head Teacher to join our administrative team from November 2021. The successful candidate will be required to work directly with the Head Teacher and Senior Team acting as a first point of contact for parents, carers and other stakeholders; provide confidential secretarial support to the Head Teacher; manage and maintain HR files and systems as well as undertaking relevant filing, clerical and administrative tasks.

We welcome applications from experienced colleagues who have worked in a school setting as well as colleagues who have experience supporting young people through their work in other sectors.

Our administrative team is very supportive with a strong shared vision. Our students are at the heart of everything we do. We are at the start of an exciting new chapter in our journey and are looking for someone who can work as part of our team to deliver the very best care for our students.

The Academy:

Noel-Baker Academy is a rapidly improving school centred around a dedicated team of people who are working together to achieve our mission of delivering an unashamedly academic and knowledge rich education to our students.

Everything we do at NBA is underpinned by our passionate belief that outstanding schooling is the right of every child, and a determination that such a vision is achievable. We believe in and aspire to provide an inclusive education for all. That is, high expectations of and for all pupils, an insistence on excellent behaviour, equal access to an academically rigorous curriculum taught by highly skilled subject specialists and a sharp focus on high value enrichment opportunities that will enable all students to excel. We will never accept that family background, socio-economic circumstances or prior attainment will inevitably limit young people's potential and so the profile of our intake will always be a reason for our provision, and never an excuse for our outcomes.

Our students are entitled to the very best breadth and depth of provision and we are unapologetically ambitious for every student, no matter what their background, prior attainment or needs.

This vision is underpinned by a wider set of core principles.

Lead (to show the way; to be first or foremost):

- We are compassionate, considerate and kind.
- We welcome and value all members of our community and expect all members of our community to work with us to play an active part in our children's education.
- We encourage each other, and we celebrate our successes.

Empower (to give power to; to enable):

"I am the master of my fate, I am the captain of my soul"

William Ernest Henley (1849-1902)

- We teach our students to take responsibility for themselves.
- We insist on excellent behaviour and learning habits.
- We know that factual knowledge is a prerequisite for deep understanding: that the more you know, the more you are able to learn and understand.
- We have an unrelenting focus on hard work, commitment and perseverance.

Achieve (to accomplish; to get or attain by effort):

- We believe that all children are entitled to learn "the best that has been thought and said," and that our students are the inheritors of the greatest ideas, written texts and discoveries of the past.
- Our purpose is to provide a rich education that will allow our students to achieve excellent qualifications and become thoughtful, educated and well-rounded young adults.

Drive (to cause and guide progress; to impel forward):

- We know that success takes hard work.
- We know that effort, practice and revision develop expertise and intelligence

Our Academy is a warm and friendly place to work. We value our staff and believe that we are starting out on a journey that will transform our school and the lives of our pupils for the better.

If you want to be part of a team of people who are working together to achieve a shared vision, where you are free to teach "the best that has been thought and said," where classroom practice is underpinned by research informed pedagogical approaches and where you will be part of building a unashamedly academic and disciplined culture then we want to hear from you.

We are at the start of our adventure.

We know that we still have much to do.

We are looking for people who want to **LEAD**, **EMPOWER**, **ACHIEVE** and **DRIVE** our transformation.



We are looking for someone who:

- Is an ambitious and who wants to make a real impact on further driving up standards.
- Is keen to play a key role in developing our whole school ethos and who is fully aligned to our vision.
- Is personable, pragmatic and can energise and motivate students and colleagues alike.
- Has the highest expectations of what all students can and will achieve.
- Is committed to working as a part of a whole school team.

In return, the successful candidate will work in a school where:

- There are clear classroom routines, so time is not wasted
- There is a centralized support team who, along with senior leaders, manage student conduct
- Staff are encouraged to partake in weekly research discussions and the development of whole school strategy
- Staff are valued as professionals and experts in their field
- Weekly CPD time is built in to the school day to allow all staff to develop and grow professionally

We encourage interested parties to visit the school website: <https://www.noelbakeracademy.co.uk/> where information can be found about our Academy, our approach to Mental Health and Well-Being and the structure of our school.

Arrange a visit:

Visits to the school are recommended and warmly welcomed. To arrange a visit and informal discussion with a member of the Senior Team please contact Jane Bailey, PA to the Headteacher at janebailey@noelbakeracademy.co.uk

Selection Process:

Shortlisted candidates will be required to take part in a formal interview and complete a written task and a student led task.

When planning for this, please consider the guidance below.

The Written Task:

Exact details of the task will be provided pre-interview.

We will be looking for:

- professionals who can effectively prioritise their own workload;
- professionals who can effectively communicate with a wide range of audiences;
- professionals who understand the importance of safeguarding and how to keep children safe in education.

The Student led Task:

We will be looking for:

- professionals who command the respect of their students, set out clear expectations for students' behaviour and, where appropriate, start and finish activities on time and managing resources effectively;
- professionals who monitor students' responses in and adapt their approach accordingly;
- professionals who give the necessary attention to the most able, those with special educational needs, low-attaining students or those who struggle at school in their education.

Details of the task and the duration of the activity will be provided pre-interview.

The interview:

The panel will consist of the Headteacher, the current post-holder and where appropriate an Academy Governor or member of our Parents' Forum.

Job Description:

This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

1. Introduction (Job Purpose)

To provide administrative support to the Headteacher including dealing with highly confidential and sensitive issues.

2. Responsible to:

Headteacher

3. Responsible for:

Working directly with the Headteacher, provide a comprehensive and confidential personal assistant service, involving representing the Headteacher, acting as Ambassador for the school when appropriate and assisting in the leadership and management of the school.

4. Liaising with (working relationships):

- Headteacher.
- LEAD Central Support.
- Business Manager.
- External agencies.
- Parents and carers.
- Governors.
- Senior Leadership Team.
- Staff.

5. Hours of work:

- 41 weeks (37 hours per week).

6. Grade and scale of post:

- Scale 23-25 (£24996 - £26650).

7. Disclosure level:

- This post is subject to an enhanced DBS disclosure.

8. Main/Core Duties:

- Act as a first point of contact with parents, carers and other stakeholders on behalf of the Headteacher.
- Provide a confidential secretarial service to the Headteacher.
- Provide administration support to committees and meetings as necessary.
- Upkeep of staff HR files and the Single Central Record.

9. Other specific responsibilities:

- To provide First Aid within the Academy.
- To supervise students at lunch and break times.
- To support students with medical conditions as required.
- To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.
- To carry out all duties in the most effective, efficient and economic manner.
- To continue personal development in the relevant area.
- Participate fully with arrangements made in accordance with the Academy Trust's Performance Management Policy.
- Perform any other reasonable duties as requested by the Headteacher.

10. Operation Planning:

- To ensure that all business systems support efficient operational plans

11. Service provision:

- Ensure the effective and efficient management of incoming enquiries and taking independent action where appropriate to resolve administrative matters and those not requiring specialist advice.
- Handle all correspondence, including email incoming to the office of the Headteacher.
- Be responsible for the Headteacher's diary.
- Provide a full secretarial support to the Headteacher including the production of correspondence and reports, filing, production of agendas and taking meeting minutes.
- Receive telephone calls and enquiries for the Headteacher and to respond, filter and redirect as appropriate.
- To receive visitors on behalf of the Headteacher and to make appropriate arrangements for hospitality.
- Organise meetings and events on behalf of the Headteacher including making necessary travel and venue arrangements
- Deal with enquiries from parents, staff, students and external agencies.
- Maintain filing systems including Staff HR records and the Single Central Record.
- Monitor and maintain records including a record of any complaints.

12. Service development:

- To identify areas for improvement in the administration service across the academy.

13. Recruitment/deployment of staff:

- Support the Headteacher in the recruitment of staff where appropriate.
- Manage confidential staff records, including minutes of meetings with the Headteacher. Conduct effective performance management for the administration staff.
- Effectively deploy and line manage the Cover Administrator (& Curriculum Director Administrative support) and the Front of House (& SLT PA).

14. Quality assurance:

To QA the deployment of administration staff in ensuring:

- All administration, clerical and financial tasks follow established procedures and agreed policies.
- All display areas, including reception, reflect the visions and aims of the Academy.
- All visitors to the site follow safeguarding and health and safety policies.
- Filing systems that are kept up to date and easily accessible.
- All correspondence leaving the academy is proof read and of a high quality.

Inform the Business Manager or Principal immediately of any Health and Safety or Safeguarding concerns that arise.

15. Management information and administration:

- Be responsible for providing an efficient administration service.
- Maintain/input/update/retrieve information, data and records following set procedures.

16. Communications:

- Be responsible for all communications with the Headteacher's office.

17. Marketing and Liaison:

- Ensure that a positive impression of the Academy is given at all times.
- Act as an ambassador for the school on behalf of the Headteacher.

18. Management of resources:

- Ensure that all resources are available for the Headteacher's office.



19. Corporate responsibilities:

- To abide by and implement all policies and procedures of the Academy and LEAD Academy trust, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.

20. Safeguarding:

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 and individually take responsibility for doing so.



Person Specification

	Sections		E	D
1	Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Ability to manage teams • Ability to communicate effectively to a variety of audiences both verbally and written • Ability to manage effectively • Ability to work on own initiative • Ability to plan effectively • Ability to manage time effectively and meet deadlines • Ability to work effectively with stakeholders and within a corporate environment 	E E E E E E	
2	Qualifications and Training	<ul style="list-style-type: none"> • Good standard of general education and IT skills, including English and Maths 	E	
3	Experience	Understanding of: <ul style="list-style-type: none"> • Working in a team • Administration • Safeguarding and health and safety Experience: <ul style="list-style-type: none"> • Working as a PA • Working with a variety of stakeholders • Excellent computer skills and knowledge of software packages • Office management • Leading and Managing a team • HR systems • Leading recruitment processes 	E E E E E E	D D D D
4	Personal Attributes	<ul style="list-style-type: none"> • Honesty and Integrity • Discretion • Flexibility • Resilience • Organisational skills • Excellent telephone manner 	E E E E E E	
5	Special Requirements			



L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:

www.leadacademytrust.co.uk

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:

@LEADAcadTrust



Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

The L.E.A.D. Teaching School Alliance

The L.E.A.D. Teaching School Alliance is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





Our Support

We provide a range of high quality, professional services to schools in nine core areas:

Financial Management

Project Management

Procurement

ICT Management

Human Resources

Leadership Development

Legal Support

Governor Support

Education





How to Apply

Please send a completed application form and covering letter, with a supporting CV if you wish to: vacancies@noelbakeracademy.co.uk

Applications will be reviewed upon receipt therefore shortlisted candidates may be contracted in advance of the closing date.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

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