



St Edmund's Girls' School Salisbury

'Inspired to achieve'

APPLICATION PACK



PA to the Headteacher

required as soon as possible

Closing date for applications : Friday 27th October 2017 at 9.00 a.m.

Headteacher: Nicola Bull
St Edmund's Girls' School, Church Road, Laverstock, Salisbury, Wiltshire, SP1 1RD
Tel: 01722 328565 Fax: 01722 421391
Email: office@st-edmunds.eu Website: www.st-edmunds.eu

St Edmund's Girls' School is part of Magna Learning Partnership





NBI/esk

October 2017

Dear Prospective Applicant

PA to Headteacher

- Required as soon as possible
- This is a permanent post.
- 37 hours per week, Monday to Friday
- 39 working weeks (term time only) plus two weeks in the school summer holiday
- Salary: Grade I : £24,964 per annum pro rata
- Closing date for applications: Friday 27th October 2017 at 9.00 a.m.

I am pleased that you are interested in applying for this post at St Edmund's Girls' School. This is a happy and caring school, where students achieve well. We have high expectations of student attainment and similarly we expect much from our staff. We are aiming for outstanding provision in all areas and this appointment is a key factor in ensuring that we achieve that ambition.

I can assure you that you will find St Edmund's a welcoming and rewarding place in which to work. Our students are delightful; they embrace learning opportunities and respond well to challenge. We are especially proud of our caring and supportive Christian ethos which runs through every aspect of school life.

How to Apply

Please take time to look at the information about St Edmund's which is on our website. Should you have any specific queries that are not answered by the information we have provided, then please do not hesitate to contact Mrs Elaine Slack, my PA: email eslack@st-edmunds.eu

Please email your application to the Headteacher's PA, Mrs Elaine Slack: eslack@st-edmunds.eu. Remember to include three documents:

- Application Form
- Equality & Diversity Form
- Letter of Application (no more than 2 sides of A4 paper) in which you detail the skills, attributes and experiences which make you an appropriate candidate for the post

You may also post your application form if you wish.

Disclosure & Barring Service

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

We look forward to receiving your application.

Yours sincerely



Nicola Bull
Headteacher





**St Edmund's Girls'
School**



The Trafalgar School



Wyvern College

A new Multi Academy Trust

St Edmund's Girls' School became a founder member of Magna Learning Partnership, a multi academy trust, when the Partnership came into being on 1st April 2017.

Magna Learning Partnership is the employing body rather than individual schools. To all new staff joining any of the schools, therefore, this may afford the professional development opportunity to work in more than one school by mutual agreement.

The three founding schools within Magna Learning Partnership are:

St Edmund's Girls' School in Laverstock, Salisbury
www.st-edmunds.eu

The Trafalgar School at Downton, a co-educational school just south of Salisbury
www.trafalgarschool.com

Wyvern College for boys in Laverstock, Salisbury
www.wyverncollege.wilts.sch.uk

Offering single sex and mixed education in three educational settings with their own distinctive values and ethos, we will work closely as a partnership through our shared vision and high ambitions for our students.



<http://www.magnalearningpartnership.org.uk/>



Job Profile
School Support Staff

Job Title:	PA to Headteacher	Grade: I
Main Job Purpose:	To provide high quality, confidential and comprehensive administrative, secretarial and clerical support to the Headteacher to facilitate the smooth functioning of the school on a day-to-day basis.	

Main Duties:

1.	Act as first point of contact for the Headteacher, responding to queries and providing general information about the school using tact, diplomacy and discretion. This will include contact with colleagues, students, parents, governors, staff from other schools and members of the public. Observe the need for confidentiality in regard to handling sensitive information pertaining to students, staff and school matters.
2.	Receive and welcome visitors to the school in a welcoming and professional manner. Arrange programmes/itineraries for visitors to the school as required.
3.	Work independently, under the direction of the Headteacher, to prepare and compile formal correspondence, reports, emails, mail merges, spreadsheets and databases. Undertake detailed analysis and evaluation of data, draft detailed reports as required on behalf of the Headteacher and members of the Senior Leadership Team.
4.	Be responsible for logging and recording outcomes in the areas of complaints, Data Protection requests and Freedom of Information requests, ensuring that the school's statutory policies are met.
5.	Manage the Headteacher's diary, organise and schedule meetings, book courses, arrange travel and book accommodation as required. Ensure that the Headteacher and/or Senior Leadership Team have all necessary documents in advance of meetings.
6.	Produce and distribute agendas, take minutes and organise venues/refreshments for meetings as required.
7.	Manage on a daily basis the incoming and outgoing correspondence for the Headteacher. This will include monitoring the Headteacher's emails, filtering as appropriate and actioning/delegating/drafting responses as required.

8.	Use computerised management information systems (SIMS) and/or paper based filing systems to enter, record and retrieve data, supply information in requests and make returns required by a variety of sources.
9.	Use the school reprographics systems to copy and distribute documents.
10.	Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate work environment.
11.	Take part in the school appraisal system, including completing any training required to improve and develop performance to carry out the roles and duties of the post.
12.	Facilitate the appraisal of all staff by running relevant reports using the school's appraisal software
13.	Communicate messages and information to parents using the school's texting and email systems, ensuring consistency and accuracy.
14.	Update and produce the school prospectus information as required, including the staff list and staff telephone list.
15.	Update and produce the staff handbook annually and when key amendments are necessary.
16.	Take responsibility for completing administration relating to student exclusions.
17.	Assist as necessary in the recruitment process for teaching and support staff.
18.	Maintain and update the whole school policy documents, uploading relevant policies to the website in corporate format and sharing with staff. Liaise with the Clerk to Governors when policies are due for review by the Local Governing Board.
19.	Liaise with other relevant staff to ensure that the school website is kept up to date.
20.	Promote the school via the use of social media.
21.	Maintain accurate and effective record-keeping, filing and archive systems both manual and computerised
22.	Liaise with stakeholders and local community groups e.g. the parish council and diocese
23.	Work in accordance with the values, culture and ethos and policies of the school.

Supervision and Management

The jobholder has no regular responsibility for supervising other staff but may be required to assist with work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The use of creative skills is required, e.g. in the compilation of reports and presentation of data, statistics and other information for reports; devising effective itineraries, programmes etc. for meetings and events; investigating queries and preparing responses and solving problems on behalf of the Headteacher. Whilst work is undertaken within a general framework of recognised procedures there is some requirement to interpret how they are applied.

Decision Making

The jobholder is expected to resolve routine problems and may make recommendations on more unusual or difficult matters. Examples include:

Making recommendations or holding responses to queries/complaints from visitors to the school/parents/school users in the absence of the Headteacher/appropriate teacher.

Decisions on appointments, meetings etc. on behalf of the Headteacher/members of the school senior management team, although these may be subject to agreement from the individual concerned

Decisions regarding the filing processes, organisation of paperwork etc. and organisation of their own work within the school office.

Recommendations in the form of draft letters on behalf of the Headteacher/members of the school management team.

Resources

There is some responsibility for dealing with petty cash but personal accountability for the accurate handling/security of cash coming into the school is not a key feature of this job.

Working Environment

The job holder will normally encounter interruptions to their activities; these would generally be within the same identifiable area of work and would relate to their usual duties and responsibilities, for example dealing with urgent messages or telephone calls whilst undertaking other work. Frequently the interruptions would lead to the jobholder switching to a different programme of tasks.

The jobholder is regularly required to resolve conflicting priorities/resources

The majority of their work will involve the use of computer systems.

The job holder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

Knowledge and Skills

The jobholder must have the ability to undertake a range of involved tasks and to organise how these are best done. A high standard of practical knowledge and skills in office processes including word processing and other electronic applications, interpersonal skills, minute taking, and support of others' work programmes is needed.



Person Specification – PA to Headteacher

Skills and abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and support the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to use the school's computerised information management systems.	✓		Application & interview
Ability to work with a high level of accuracy and precision.	✓		Application & interview
Knowledge			
An understanding of health, safety and security issues in school.		✓	Application & interview
A thorough understanding of, and personal commitment to, equality of opportunity.	✓		Application & interview
Qualifications and experience			
GCSE at level A – C in English and mathematics.	✓		Application
Experience of working in an administrative role involving responsibility	✓		Application & interview
Experience of human resources and financial administration.		✓	Application & interview
ICT certification / experience with word processing, spreadsheets and databases.	✓		Application & interview
Willingness and motivation to develop own skills		✓	Application & interview
Personal Attributes			
Honesty and trustworthiness	✓		Interview & references
Good sense of humour and resilience to cope with the very busy school environment	✓		Interview & references
Warm and approachable personality	✓		Interview & references