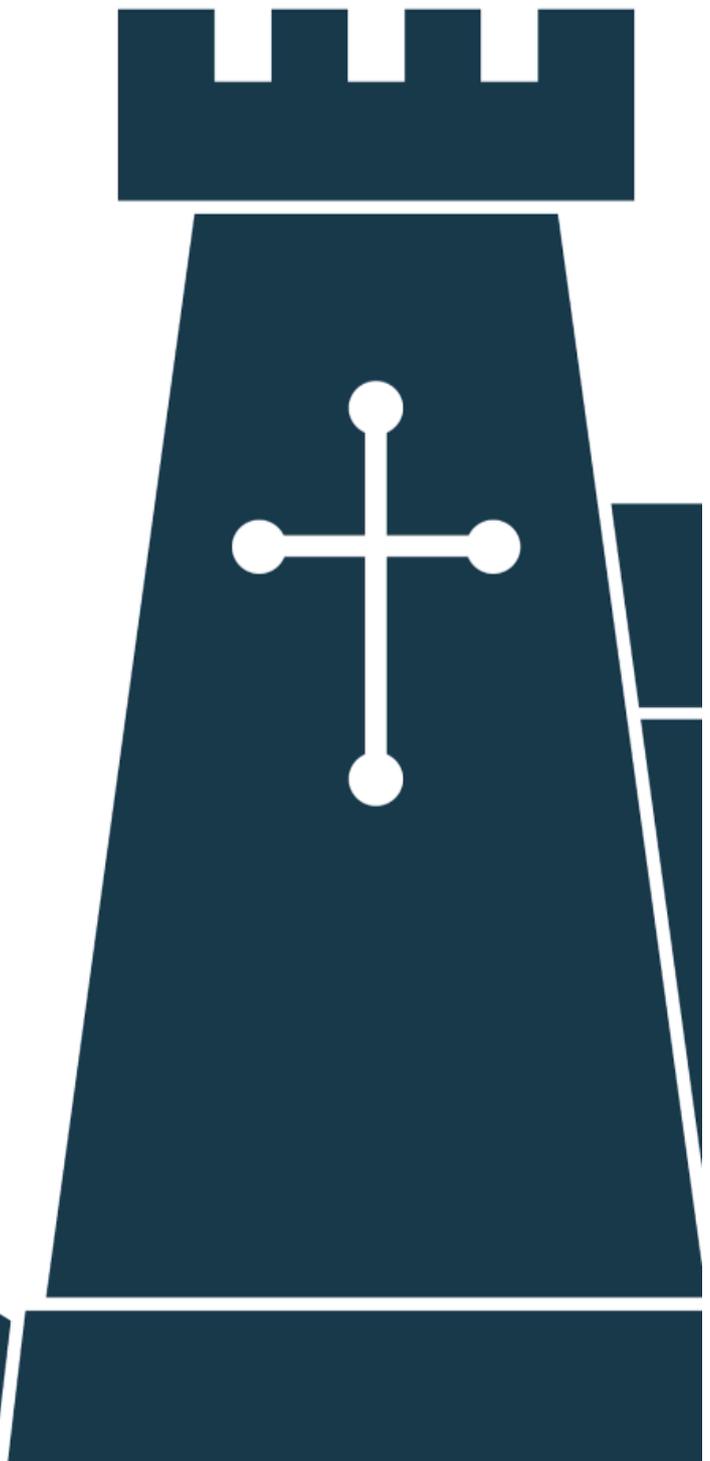


PA to Senior Leadership Team (Secondary)
October 2021



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October 2021

Dear Candidate,

Thank you for expressing an interest in the position of PA to Senior Leadership Team (Secondary).

The Bay CE School is an all through school (aged 4 – 16years) in Sandown on the Isle of Wight. The school is situated on two sites and this position is based on the secondary site. Please note this is a fixed term contract until 31st December 2021 in the first instance.

The Senior Leadership Team on the secondary site consists of a Headteacher, Deputy Headteacher and two Assistant Headteachers. This role will be responsible for providing a high quality PA service to the Senior Leadership team, delivering a confidential, efficient and responsive administrative service. This includes the handling of highly sensitive confidential matters on a daily basis, dealing with staff, parents, governors and other external organisations.

How to Apply

If you have any questions please contact recruitment@bayceschool.org.

Interested candidates can download an application pack from our website: bayceschool.org or contact recruitment@bayceschool.org

Closing date for applications: Thursday 14th October 2021 @ Noon

Interviews: Friday 29th October 2021

Start date: ASAP

Completed application forms should be e-mailed to recruitment@bayceschool.org or posted to Mrs L Highmore, HR Manager, The Bay CE School, The Fairway, Sandown, PO36 9JH

All applications will be acknowledged upon receipt.

References will be requested prior to interview and an enhanced DBS check will be required for successful applicants.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Should you have any queries, please do not hesitate to contact me.

Yours Sincerely

Mr Duncan Mills

Executive Headteacher

Mrs Westcott-Hayes

Headteacher (Secondary)



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Job Description

Title of Post: PA to Senior Leadership Team
Directorate: Education
Section: Management and Administration
Responsible to: Headteacher

Job Purpose

Responsible for the provision of a high quality PA service to the Senior Leadership Team. Provide a confidential, efficient and responsive administrative service. This includes the handling of highly sensitive confidential and conflicting issues on a daily basis, dealing with staff, parents, governors and other external customers.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Organisation:

3. Liaise daily with the Headteacher
4. To be accountable for the maintenance of the SLT diaries including organising appointments, arranging meetings and coordinating hospitality with differing levels of formality.
5. Responsible for hospitality and catering arrangements for SLT meetings.
6. To ensure that the SLT are aware of all arrangements and provided with relevant documentation. This includes taking into account conflicting and critical issues to ensure that work is prioritised to meet deadlines and objectives.
7. Maintain the school 'live calendar,' ensuring close liaison with staff to avoid clashes and to ensure that the set up for events is organised.
8. To be responsible for collating and producing the weekly staff bulletin.
9. To coordinate whole school activities on behalf of the SLT.
10. To facilitate effective SLT meetings by ensuring agenda and relevant reports are prepared and circulated beforehand, action trackers are updated and reminders are sent.
11. To facilitate effective Middle Leader Meetings by ensuring the agenda and documents are circulated beforehand and accurate minutes are taken.



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12. To act as a 'gatekeeper' and manage the flow of contact to the SLT, filtering all communications and exercising judgement with regard to the degree of urgency and high standards of tact and diplomacy in the referral of matters.
13. To support the flow of communication from the SLT and act as a brand champion, maintaining a coherent brand message across all communication.
14. To offer advice and guidance to a range of stakeholders on a range of matters, interpreting school guidelines and procedures to reach appropriate solutions.
15. To make decisions and initiate appropriate action from calls and requests as appropriate either personally by corresponding on behalf of the SLT directing and delegating to others. To field and follow up telephone calls, emails and correspondence as necessary, including dealing with problems, investigating and responding to queries.
16. To produce and respond to complex and confidential correspondence with the SLT, LA, Governors and other outside agencies to enable the efficient management of the school.
17. To take minutes and monitor more complex and sensitive actions and take corrective actions or advise of problems or delays as necessary.
18. To play a key role in supporting project planning and management, having input into the production of confidential reports, documentations and presentations.
19. To carry out background research, present findings and identify solutions to problems.
20. To implement executive decisions by coordinating with relevant staff and outside agencies.
21. To receive, investigate and respond to complaints, liaising with other staff and seeking advice and clarification as and when required.
22. To provide an effective and supportive environment for the SLT to carry out their duties.
23. To build an effective working relationship with key internal and external stakeholders.
24. To coordinate Ofsted documentation and requirements.
25. To assist with development, production and delivery of projects.
26. To manage and maintain timelines and priorities on events.
27. Ensuring excellent customer service and quality delivery.
28. Undertake a public relations role both within and outside the school.
29. Undertake reception duties, answering general telephone and face-to-face enquiries and signing in visitors.
30. Assist with student first aid / welfare duties, looking after sick students, liaising with parents / staff etc.
31. To assist in the organisation of open evenings, awards evenings etc.



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Exclusions:

- Clerical / administrative support e.g. dealing with correspondence, compilation / analysis / reporting on attendance, exclusions etc, making phone calls etc.
- Ensure appropriate communication is sent to parents regarding external exclusions. This will include:
 1. Exclusion letters to parents
 2. Providing work for excluded students as directed by the Director of Inclusion.
 3. Organisation of readmission meetings.
- Monitoring of pupils under the supervision of the Director of Inclusion, this will include: providing general office, organisational and administrative support to the Director of Inclusion as required including word processing tasks, and other reasonable administrative tasks.
- To report on exclusion data to the Senior Leadership Team on a regular basis.

Administration:

32. Provide general clerical / admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
33. Maintain manual and computerised records / management information systems.
34. Produce lists / information / data as required e.g. student data.
35. Undertake administrative procedures.
36. Maintain and collate student reports.
37. Undertake routine administration of school lettings and other uses of school premises.

Resources:

38. Operate relevant equipment / complex ICT packages and programmes.
39. Maintain stock and supplies, cataloguing and distributing as required.
40. Operate uniform / snack / other 'shops' within the school.
41. Provide advice and guidance to staff, students and others.

Responsibilities:

42. 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.
43. Be aware of and support difference and ensure equal opportunities for all.
44. Contribute to the overall ethos / work / aims of the school.



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45. Appreciate and support the role of other professionals.
46. Attend and participate in relevant meetings as required.
47. Participate in training and other learning activities and performance

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorate.



Person Specification

Title: PA to Senior Leadership Team		
E=Essential / D=Desirable A=Application I=Interview T=Test		
	EXPERIENCE, direct work experience, other relevant experience	
D	Experience of working as a PA	A/I
D	Experience of preparing agendas, papers and minutes for meetings	
D	Experience of effectively managing emails and diaries for a Senior Team	
	KNOWLEDGE, without which the job cannot be done effectively and SKILLS	
D	Effective use of ICT and other specialist equipment / resources and programmes	
D	Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation	A/I/T
	SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train	
E	Very good ICT skills	A/I
D	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	
E	The ability to compile documents (letters to parents/external agencies) and draft reports on behalf of the Senior Leadership Team	
E	Excellent interpersonal skills and the ability to act sensitively in situations	
	QUALIFICATIONS, TRAINING & EDUCATION	
E	GCSE grade C or above in English and maths or equivalent	
E	Very good numeracy / literacy skills.	
	PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition	
E	Have a confident and positive approach and show initiative	A/I
E	Personable, professional, approachable and courteous at all times	A/I
E	Understand the importance of confidentiality and high levels of integrity	
E	Energy, enthusiasm and resilience	



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