



St Edward's Primary School, Romford



Personal Assistant (PA) to the Head Teacher

Candidate Information Pack



Dear Colleague,

Thank you for your enquiry about this exciting opportunity at St Edward's Primary School. I am delighted to enclose our application pack, giving details of the role.

Our current post holder is retiring after 25 years of outstanding service to the school. Whilst we know this will leave a big gap in the experience of our Leadership Team, we see this is an exciting opportunity to bring someone else in as we go into this new chapter of our school's development.

St Edward's is a very special place with a distinctive Christian ethos. Our staff, parents, and our governors are very proud of our school with its excellent team of dedicated teachers, support staff and its enthusiastic and caring children. All come together to create a lively and engaging atmosphere in which to work, teach and learn. Whilst we are inclusive in our appointment of staff, having staff from all faiths and none, as a Senior Leader we would expect you to be supportive of and proactive in being part of developing the Christian ethos of the school.

The role of 'Head's PA' at St Edward's is a varied role and each day is different- it is quite hard to put it down on paper! The role is to work under the direction of myself, and alongside the Business Manager, to support the operational and day-to-day of running of the school. This entails overseeing our HR and admin processes, including staff recruitment and pupil admissions, managing communication and events and providing high level administrative support to myself and the leadership team. As a member of the SLT, you will be proactive in supporting and contributing to the future development of the school and will need to model our school values and ethos in all that you do. We want someone who is truly committed to working with us to ensure our school can be the best it can be, and is willing and excited to play a key part on that journey with us.

I would strongly encourage you to come and visit our school before applying to find out more and to meet our team. You can arrange an appointment by emailing contact@stedwardsva.net or telephoning the school office on 01708 745971.

I hope to hear from you soon and wish you all the best as you consider whether this role is right for you.

Kindest regards,

Chris Speller

Head Teacher



Working at **St Edward's Primary School**

St Edward's is a large multicultural Church of England primary school, with pupils travelling from a wide area to come here. We are a three form entry school with Nursery and are fully inclusive. The school has a well-established Senior Leadership Team with a Deputy Head, three Assistant Heads, School Business Manager and the PA to the Head Teacher. Our staff work closely together and support staff are an important part of this team. Visitors to the school often remark on the special 'feel' that St Edward's has and new staff frequently comment on how friendly and supportive everyone is and how welcome they have been made to feel.

We are situated a ten minute walk away from the town centre of Romford with its excellent transport links to London (30 minutes). Romford is a busy market town in the London Borough of Havering with plenty of shops and places to eat and with lovely parks to enjoy.

Our school is over 300 years old and started off as a Charity School in a room above the porch at St Edward's Church in Romford Market Place. We have grown considerably since those days and now have a large site in Havering Drive with nearly 650 pupils on roll, including a Nursery with up to 30 hours provision. We are proud of our history but are also keen to move forward so that we can equip all of our pupils for the challenging and fast changing world in which we live.

Our pupils have mainly White British or African backgrounds. The number of pupils who speak English as an additional language or who are eligible for pupil premium is below national averages, as is the number of children with Special Educational Needs.

As a church school, the Christian ethos is embedded in our school and worship is very important to us. Our core Christian values are Friendship, Thankfulness, Truthfulness, Trust, Forgiveness, Respect and Reverence and Responsibility.



Job Description & Person Specification: Personal Assistant (PA) to the Head Teacher

Diocese of Chelmsford & London Borough of Havering St Edward's Church of England (Voluntary Aided) Primary School

Havering Drive, Romford, Essex, RM1 4BT

Tel: 01708-745971

Head Teacher: Chris Speller

Start Date: September 2021 (incl. one-month hand over with current postholder)

Salary: PO2- Points 29-32

35 hours per week (8:30-4:30) with 1 hour lunch break

Term Time Only + 2 weeks (actual pay: £31,223-£33,763)

Infrequently, there may be a requirement to work hours outside of those above if attendance is required at events or meetings that take place outside of the normal working day.

GENERAL DESCRIPTION OF THE POST

The purpose of the PA role, as a member of the School Leadership Team, is to make sure that effective and efficient administration supports the strategic aims and day-to-day operation of the school. The PA may, therefore, be responsible for

- The management and supervision of relevant staff
- The management of information and information systems – which include administrative and personnel.
- Administrative systems, procedures and policies
- The delivery of timely administrative services and functions to: the headteacher, the governing body, the staff of the school, parents and carers, the public, the local education authority, the DfE and other agencies
- The management of events and operations within the school
- And the quality of customer service.

As a Church of England school, proud of our Christian distinctiveness, we expect our Senior Leaders to support and contribute to the distinctive Christian ethos we have and model our school values in all that they do.

ROLES AND RESPONSIBILITIES

- To manage (including performance management), support and provide day-to-supervision of other admin staff who report to the postholder to do their jobs efficiently and effectively.
- To provide personal assistance to the Head Teacher.
- As a member of Senior Leadership Team, to contribute to strategic decision making.
- In the absence of senior teaching staff, assist with pupil behaviour management and liaison with parents.
- To find, locate, select, analyse and prepare information to support school accountability and decision making
- ***In liaison with the Business Manager*** , to ensure the efficient and effective management, development and maintenance of the school's administrative systems, procedures and policies,
- ***In consultation with the Business Manager***, to coordinate and develop administration and organisational services that meet the needs of the school and its administration staff.

To Lead on Customer Service and Events, namely:

- Responsibility for ensuring the provision of the best quality customer service to internal and external customers and school stakeholders.
- To make sure the school delivers an effective and efficient customer service through communication, the provision of information and services and dealing with and resolving enquiries, problems and complaints. This includes the management of the public face/interface of the school
- ***In liaison with the Business Manager*** ensure the school maintains and develops accurate and up-to-date databases and information systems to retrieve, enter, extract and output relevant information .

To Lead on the school's Administration and HR functions

- To provide comprehensive secretarial support to the Headteacher. Including keeping diaries, arranging meetings, taking minutes, arranging conferences and welcoming visitors to the School.
- To attend Borough Administration meetings and report back to relevant managers.
- To undertake the Pupil Census.
- To support the Head Teacher in administration relating to admissions of children at the start of the new academic year and in-year transfers, including scheduling tours, handling enquiries and managing the distribution of admissions paperwork.
- Undertake comprehensive Personnel administration and working with providers to resolve problems, queries and complaints.
- The provision of routine advice to school managers and staff on terms and conditions of employment.
- In the absence of the Informal Clerk to Governors, responsibility for the provision of clerking and support services to the governing body and its sub committee, including the monitoring of service provision by providers and which may include the role of clerk to the governing body.
- *To minute Finance Meetings / other school meetings when required.*

- To administer staff inset for all teaching and non-teaching staff. To keep up to date Inset records including managing timesheets, staffing arrangements.
- To manage and/or administer all areas of recruitment on behalf of the School.
- Responsibility for initial induction meetings with all staff.
- Responsibility for recording and monitoring staff absence, and in consultation with head teacher and HR, arranging sickness reviews and disciplinary meetings.
- To monitor HR policies and practices and update Head Teacher where appropriate.
- To undertake unlimited payment authorization, subject to controls in schemes of delegation, for BACS payments and other financial transactions.
- Responsibility for allocation and maintenance of permissions to DfE online services, e.g. Employer Access, GIAS & administrator for LA online services (Portal).
- To design, create and print out complex documents using a computer
- To design, create, produce and print out presentations, learning materials, newsletters and so forth for the use of the school, using a computer
- To manage the organisation and arrangement of events – which may include (but not exclusively) training courses, meetings of the governors, school assemblies, festivals and concerts – including the arrangement of venues, the organisation and provision of resources, arranging attendance and coordinating the contributions of other school staff
- To use computerised management information systems and/or paper based filing systems to enter, record and retrieve data, supply information in response to requests and make reports and returns required by a variety of different sources. (Examples might be, the use of Sims.net (the staff, teacher, and academic database) or the SIMS package used for attendance).
- To use the appropriate spreadsheet, software to retrieve and enter data, create and update files and produce and output spreadsheets.
- To help, support and supervise other school staff in the use, organisation, application and maintenance of the school administration and computerised systems and deliver on-the-job training and development where appropriate.

As a member of staff in our school

- To be supportive of, and proactive in engaging with, the distinctive Christian ethos we have and model the school values we hold in all you do.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, awjonti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
- To take appropriate action to manage, monitor and maintain a healthy, safe, secure, efficient and effective working environment.
- To complete school based induction and any subsequent training, which may improve and develop performance.
- To take part in the school performance management system.

Notes:

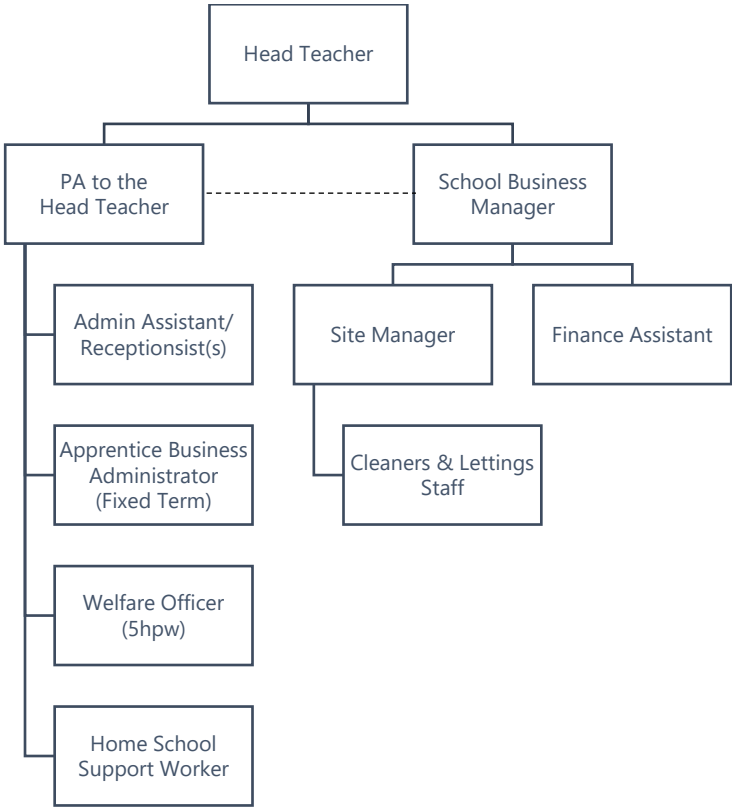
The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.

Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.

Equal Opportunities

We aim to promote and ensure equality of opportunity and equal treatment for all. Havering Schools are committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. The protection of our students from abuse is the responsibility of all staff within our school, superseding any other considerations. Havering Schools comply with the Department for Education ‘Keeping Children Safe in Education’ (September 2018) guidance and all potential employees will undergo vigorous vetting checks to ensure their suitability. This post is exempt from the Rehabilitation of Offenders Act 1974; the successful applicant will be expected to undertake a satisfactory disclosure. Having a criminal record will not necessarily debar you from obtaining a position with the Council

Organisational Chart for Operations Support Staff



Person Specification:

PA (Personal Assistant) to the Head Teacher

Qualifications and Experience	
Essential Criteria	Desirable
<ul style="list-style-type: none"> • Experience of leading others. • Experience of working as a Personal Assistant or in a similar role involving diary management, meeting organisation and the provision of proactive support to senior colleagues. • Appropriate experience of working with office systems and procedures. • GCSE English and Maths at 'Grade C' or above. 	<ul style="list-style-type: none"> • Experience of managing recruitment processes, including within a school setting. • Safer Recruitment training. • Experience of running events and functions, including within an education environment.
Professional Knowledge, Skills and Abilities	
<ul style="list-style-type: none"> • Ability to think strategically and contribute to the School Development Planning. • High level decision making skills. • Ability to formulate ideas and solutions and present them clearly to the Head Teacher/Leadership Team. • Excellent IT Skills – in particular Word, Excel and databases. • Excellent written and verbal communication skills, including the ability to proofread accurately. • Excellent organisation skills and experience of using, maintaining and developing administrative systems. • Ability to manage, lead, organise, deploy and motivate individuals and teams in order to manage a variety of competing priorities and deadlines. • Think creatively to anticipate and solve problems. • To understand the need for confidentiality and data protection. 	<ul style="list-style-type: none"> • Experience of handling confidential information and knowledge of Data Protection legislation. • Experience of marketing and publicity.
Personal Skills and Qualities	
<ul style="list-style-type: none"> • The ability to show utter discretion. • Very strong people skills and communication. • Attention to detail. • Ability to manage own time effectively. • Ability to establish effective relationships at all levels, dealing sensitively, showing empathy, and intervening to minimise conflict. • Ability to manage and resolve conflict. • Ability to enlist outside expertise and resources to enhance effectiveness. 	

Application Process:

Please complete the online application form. For more information, please contact the school by telephone (01708 745971) or e-mail (contact@stedwardsva.net)

Closing date for applications: **Friday 4th June 2021 at 12noon**

Shortlisting: **Monday 7th June 2021**

Interviews: **Week beginning Monday 14th June**

"This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Disclosure Check, will be undertaken on all applicants."