

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield



Teacher Training Alliance. The school sits within a new building with a full complement of facilities.

In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: [www.silverdale-chorustrust.org](http://www.silverdale-chorustrust.org)

### PA to Head of School

**Grade 6, SCP 21 to 26, £28,900 - £32,909 (pro-rata £26,131 - £29,756)**

**Permanent – 37 hours / 41 weeks**

**To start: ASAP**

### About this vacancy

We require a highly organised, efficient and flexible PA to our Head of School and Business Support Services Manager. This role is key in providing a high quality administrative and PA service to the Senior Leadership Team as well as acting as the focal point for our Local Governing Body members.

Substantial experience of a PA role or other general administrative work for a senior leadership team is essential.

**Chorus Education Trust is proud to support flexible working arrangements.**

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to India Cottiss (HR Administrator) at: [recruitment@silverdale.chorustrust.org](mailto:recruitment@silverdale.chorustrust.org)

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on 29<sup>th</sup> October 2023.**

Interviews to be held: **week beginning 6<sup>th</sup> November 2023.**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

## Job Description: summary

<b>Post title:</b>	<b>PA to Head of School and Business Support Services Manager</b>
<b>Profile:</b>	BS3.5
<b>Grade:</b>	6
<b>Grade spinal point range:</b>	21-26
<b>Accountable SLT post:</b>	Head of School
<b>Line Manager of post holder (if different):</b>	Head of School and Business Support Services Manager
<b>Staff to be supervised or line managed by post holder:</b>	Reception Team Learning Resources Team Administrator – Extra Curricula Sixth Form Lunch Time Supervisors
<b>Post holder will work with:</b>	SLT, Other teaching and support staff Chair of Governors, Local Governing Body
<b>Holiday and sickness relief by/for:</b>	By and for other administrative support staff
<b>Purpose of job:</b>	To provide an effective, efficient and high quality administrative support to the Head of School, Senior Leadership Team and Local Governing Body, acting as PA to the Head of School & Business Support Services Manager and supporting the Chair of Governors.
	This post may work across the Trust schools.
<b>Version revised:</b>	September 2023

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

### Specific duties and responsibilities

To be responsible for the provision of an outstanding PA service ensuring the Head of School, Business Support Services Manager & Leadership team are fully supported in all aspects of their work and to the standards required by the Trust. This will also include Local Governing Body (LGB) administration which will involve liaising with our School Governors and being responsible for an efficient and competent administrative service as required.

### School Level Support

- Providing general and confidential secretarial, clerical and administrative services to the Head of School, Business Support Services Manager and SLT. In addition to acting as the primary point of contact for the Head of School.
- Manage calls, information requests and visitors for the Head of School redirecting as and where appropriate.
- To attend confidential staff and student meetings, prepare documentation and take minutes and distribute relevant papers as appropriate.
- Diary management and co-ordination for the Head of School ensuring any papers for meetings are prepared in advance and outcomes are followed up.
- To prepare communications on behalf of the Head of School, Business Support Services Manager and or other SLT members to go out to staff, students, parents or the wider school community.
- Prepare a range of publications on behalf of the school (e.g. SIP, SEF) and ensuring these are branded appropriately under the direction of Head of School, Business Support Services Manager and SLT.
- Preparing reports, presentations and documents as required by the Head of School, Business Support Services Manager and or other SLT members.
- Minute Trade Union Meetings ensuring papers are issued in a timely manner and actions are followed up.
- Line manage the work of the reception team, learning resources team & other team members and co-ordinate, plan and supervise their work on a day to day basis. To ensure an effective service including the operation of telephones, postal services, the reception of visitors and students and the management of first aid.
- Arranging hospitality for events/meetings and arranging travel for SLT as required.

## Local Governing Body (LGB) Level Support

- Providing a single point of contact for the schools LGB, liaising with governors and trustees as required.
- Keep the LGB and subcommittee governance calendar up to date and ensure papers for all meetings are issued in a timely manner.
- Use appropriate templates for the preparation of agendas, minutes and other key documentation ensuring key governance documentation is retained in line with trust requirements.
- Clerking LGB meetings ensuring these follow trust compliance requirements and accurate minutes are taken.

## Other Administrative Duties

- Take minutes at general staff meetings, briefings, SLT and extra ordinary meetings as required.
- Draft confidential and routine correspondence under the direction of the Head of School and or Business Support Services Manager.
- Arrange and coordinate events on behalf of the Head of School (e.g. Inset, End of Year events etc)
- The coordination of On-Call communications during busy periods.
- To support the HR administrator during busy periods with administrative and clerical support for school recruitment.

## Support for the Trust / School (applies to all roles)

- 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.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples

where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: PA to Head of School**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Substantial experience of PA and or other general administrative and clerical work for a senior leadership team or board	✓		A/I
High level of IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web	✓		A/I/T
Clerking and minute taking at governor level meetings or equivalent board meetings		✓	A/I
Knowledge of governing body procedures and education and academy legislation, guidance and legal requirements		✓	A/I
Knowledge and understanding of Freedom of Information, Data Protection legislation, records management and governance issues		✓	I
Exceptional written and verbal communication skills	✓		A/I
Awareness of the education sector		✓	I
Line Management Experience		✓	A/I
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
<b>Other skills</b>			
Flexibility to manage clerking provision, with the ability and commitment to working scheduled evenings to minute governor meetings	✓		I

Able to plan and prioritise to ensure timely delivery of agendas and progress toward actions	✓		A/T
Ability to organise time, working to deadlines whilst maintain accuracy and quality of work	✓		A/I
Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A/I
Evidence of working in an environment where experiences included taking initiative and maintain self-motivation		✓	I
Ability to interpret discussion to produce clear, concise, accurate and diplomatic minutes appropriate for a range of audiences	✓		I/T
Demonstrable attention to detail and good listening skills	✓		I
Maintain strict confidentiality of information	✓		A/I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A
Strong interpersonal skills with the ability to motivate others to ensure deadlines are met		✓	A/I
Ability to foster good working relations with a range of colleagues at all levels		✓	A/I
Able to apply, interpret and communicate governance arrangements to ensure purposeful meetings with clarity on when matters need to be escalated to the Board of Trustees		✓	I/T
Able to support the flow of meetings with tact, diplomacy and sensitivity		✓	I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I



