



PA to Headteacher Candidate Pack



A **Beyond** ACADEMY
SCHOOLS TRUST

The Robert Napier School, Third Avenue, Gillingham, Medway, ME7 2LX
+44(0)1634 851157 | trns@robertnapier.org.uk | Headteacher: Mr Steven Quenby

Introductory message from Steve Quenby, Headteacher

Thank you for the interest you have shown in the role of PA to Headteacher at The Robert Napier School.

I hope you find this application pack informative however if you have any questions or require further information, please don't hesitate to contact me at the school using the details below.

We are looking for someone who can:

- Provide a high-quality PA service to the Headteacher, with first class secretarial and ICT skills
- Thrive within a busy environment and demonstrate excellent organisational skills
- Respond positively and sensitively to the varied demands of the post, including maintaining the highest standards of confidentiality when dealing with student and staff issues
- Demonstrate a high level of written and oral communication skills
- Communicate effectively with a wide range of audiences including parents, staff, and outside agencies
- Have a sense of humour and be a team player

I look forward to receiving your application.

Steve Quenby
Headteacher



About The Robert Napier School



Built upon the school motto of Learn, Believe, Achieve, we look to engender the school values of respect, trust, perseverance, resilience, fairness, and courage in all our students, ensuring they are ready to contribute to their community when they leave us at the end of their studies. All staff are central to ensuring students have the right attitude towards their own learning and success, taking advantage of all the opportunities afforded by the school.

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s, when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with The Robert Napier School, the Trust is made up of Fort Pitt Grammar School, The Thomas Aveling School, Balfour Junior School and Phoenix Primary School. All the schools are located within a 5-mile radius and work closely to provide an outstanding education, and opportunities, for the children of Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas, to ensure students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a subject specific mentor, as well as a dedicated coach, all of which is aimed to ease your transition into the school.

Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust.

We are an ambitious organisation of 5 schools, serving the educational needs of nearly 4,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 600 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 70 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children, so they have the skills, knowledge, values, and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organization, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and opportunities for students to achieve their full potential.

Andrew Minchin - CEO



About the Beyond Schools Trust

Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust’s vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students’ and employees’ needs so they are prepared for a rapidly changing world.

Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



Our Mission

- **To provide opportunities for everybody to be the best they can be.**
- **We want every one of our students, teachers, or Governors to be the best that can be.**
- **We will work tirelessly to support them to reach their potential.**

Job Description – PA to the Head Teacher

Reporting to:	Headteacher
Salary:	Trust Scale 12 - 28 £22,571 - £32,798 per annum Pro rata this equates to £18,613 - £27,047 per annum
Contract length:	Permanent
Location:	The Robert Napier School, Third Avenue, Gillingham

Job Purpose

The main function of this post is to provide a comprehensive secretarial and administrative service to the Headteacher and be an integral part of the support team.

This post holder will work with the Headteacher, Senior Leadership Team, Heads of Department, Teachers and Support Staff.

Elements of the work require high levels of discretion and confidentiality

Financial Accountability:

The post holder will have no financial responsibility.

Working environment:

The post will be based within The Robert Napier School.

Hours of work: 8.00am - 4.00pm Monday to Thursday, 8.00am - 3.30pm Friday

Term time only + 5 days. (Available for extra hours if required)

Duties

- Provision of first-class secretarial service and personal assistance, including dealing with correspondence/telephone calls, good IT skills essential
- Provision of administrative support to the Deputy Headteachers, as required
- Maintaining the Headteacher's electronic Diary and appointments
- Maintaining an efficient filing system
- Minuting meetings where necessary
- Supporting the Admin Team

Recruitment:

- Preparation and placing of advertisements
- Monitoring responses and pursuing references
- Arrangements for interview procedure
- Letters of appointments
- Preparation of contracts of employment, in consultation with the Trust HR Team
- Inputting of personnel information on the school's Management Information System
- Adherence to safeguarding procedures and relevant employment law

Personnel:

- Administrative support relating to confidential staffing issues
- Maintain personnel filing system liaising with the Trust HR team for audit purposes

Inclusions/Exclusions:

- Preparation of correspondence relating to fixed term/permanent exclusions, inclusion, and external provision, and associated administrative functions
- Completion of exclusions analysis

Team

- Support colleagues to help the smooth running of large events
- Liaise with Clerk to Governors and Trustees
- Be a team player within the larger support team network to help during busy/emergency situations

Person Specification

Essential

- GCSE level including English and Maths

Desirable

- Evidence of further training

Essential

- Diary maintenance
- Secretarial work
- Administrative work
- Minuting meetings
- Ability to work as part of a successful team
- Initiative

Desirable

- Involvement in extra-curricular activities

Essential

- Ability to listen and foster positive relationships
- High levels of emotional intelligence
- Awareness of child protection and safeguarding
- Awareness of employment law

Desirable

- Successful record of working in a school setting
- Up-to-date knowledge of current educational developments

Essential

- Ability to work successfully as part of a team, sharing good practice
- High-level ICT and computing skills

Desirable

- Experience of raising student aspirations and ambitions

Essential

- Drive, grit, innovation, and creativity
- Enthusiasm, positivity, and a sense of humour
- Honesty, integrity, and a desire to put students at the heart of all you do
- A willingness to 'get stuck in' and help make the school exceptional
- Commitment to inclusion, diversity, and equality

Desirable

- Ability to be reflective, adaptable, and self-critical
- Ability to empathise

Recruitment process and additional recruitment information

Closing date: Thursday 1st September 2022 at 3pm
Interview date: Week commencing 5th September 2022
Applications to be emailed to apearce@beyondschools.co.uk

We reserve the right to bring forward the closing date of vacancies where interest and applications received are high, therefore we recommend you apply as soon as possible

Recruitment Process: Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against these criteria, you will then be invited to attend and interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Panel interviews on a variety of topics
- Classroom visit

Special Requirements: If you require reasonable adjustments prior to your interview, these can be arranged by emailing trns@robertnapier.org.uk

Equality and Diversity: We recognise the benefits of a diverse workforce. We are committed to eradication of discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents them from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working with or coming into contact with children; and must be received by the school before employment can commence.





THE
**ROBERT
NAPIER**
SCHOOL

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