



St Ambrose Barlow RC High School

Headteacher: Ben Davis

## Why St Ambrose?

### Our People Values

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.

### Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

#### CPD

We have a strong focus on CPD for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

#### Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

#### Family Leave

Enhanced family leave is available to support our staff with family commitments and emergencies.

#### Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

#### Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

# Welcome

## From the Headteacher

June 21<sup>st</sup>, 2022

Dear Prospective PA,

The successful candidate will be joining us at a very exciting and positive time in our development. After a period of change, followed by the disruption of the pandemic, our school is going places. If you visit and speak with our fabulous pupils I am sure that you will want to be part of the journey.

The 1080 young people who attend this school each day are at the heart of what we do. We are guided by our vision of inclusive Catholic excellence and our school values: (love, learn, lead) to provide the very best for them and ensure they leave us able to take the next step in life. You will be part of a school family that is characterised by kindness, respect, curiosity, creativity and bravery. These are just some of the behaviours we expect from everyone: staff and pupils alike.

There is a strong team spirit here and a real determination to make a difference to young people's life chances. You could be part of that and play a key role in making it happen.

If this sounds like somewhere you would like to work, a community you would like to join, please get in touch and we can discuss the role. Better still, apply for the job and take the first step towards working in our fantastic school.

Yours faithfully,



Ben Davis

A handwritten signature in black ink, which appears to read 'Ben Davis', written over a white background.

Headteacher

The Governors of St Ambrose Barlow RC High School are seeking a **PA to the Headteacher** to join our wonderful school.

Main responsibilities;

- To be the first point of contact with external agencies on behalf of Headteacher and SLT.
- To respond independently and proactively to correspondence and produce complex and confidential reports, minutes and letters to a high standard
- Arrange and co-ordinate line management and other meetings for SLT and middle level leaders
- Work with relevant AHT to ensure that all processes and systems for reviewing and managing staff performance in place each year and are adhered to
- Work with the AHT Relationships and Behaviour to co-ordinate pupil disciplinary meetings and hearings
- Maintain Headteacher and SLT calendar / diary and mailbox ensuring effective time management and use of resources

To arrange an informal visit, please contact **Faye Breen** , HR Manager on **0161 921 1588** by email at **faye.breen@salford.gov.uk**.

**Closing date for applications:** Friday 7<sup>th</sup> July 2022

**Interview date:** W/C 11<sup>th</sup> July 2022

Application packs can be downloaded from the school website: **[www.stambrosebarlowswinton.org](http://www.stambrosebarlowswinton.org)**

Completed applications and supporting documentation should then be submitted by email to **Faye.breen@salford.gov.uk**.

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

The successful applicant will be required to complete an enhanced DBS check.



## St Ambrose Barlow RC High School

Headteacher: Ben Davis

### Job Description

<b>Job Title:</b>	<b>Personal Assistant to the Headteacher (permanent, full time)</b>
<b>Salary Scale:</b>	<b>NJC 27-29 (FTE salary: £31,895 - £33486/ Pro Rata: up to £31,625)</b>
<b>Start Date:</b>	<b>As soon as possible</b>
<b>Accountability:</b>	<b>The post-holder is accountable to the School Business Manager</b>

### Job Purpose

The post-holder's core role is to provide and coordinate a comprehensive and professional administrative service for the Headteacher and Senior Leadership team.

### Mission, Vision and Culture

- Live out the school's values and mission in all interactions
- Work with staff and Governors to develop the distinctive vision and aims of the school
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- Lead, support and develop school strategies to maintain excellent standards of student behaviour and attendance, and warm and supportive relationships, in keeping with our Gospel values, especially in support of vulnerable students

### Professional duties and responsibilities

The nature of the role is such that it is not possible to set out a full range of duties, however, the following is an indicative list and is not structured in an order of importance.

### School Leadership: working with the Headteacher and Senior Leadership Team

- To be the first point of contact with external agencies on behalf of Headteacher and SLT.
- To respond independently and proactively to correspondence and produce complex and confidential reports, minutes and letters to a high standard
- Arrange and co-ordinate line management and other meetings for SLT and middle level leaders
- Work with relevant AHT to ensure that all processes and systems for reviewing and managing staff performance in place each year and are adhered to
- Work with the AHT Relationships and Behaviour to co-ordinate pupil disciplinary meetings and hearings
- Maintain Headteacher and SLT calendar / diary and mailbox ensuring effective time management and use of resources

- Co-ordinating internal and external meetings and key school events such as Presentation Evening and Open Evenings, including room and catering arrangements, producing agendas and preparing documentation, attending, minuting and co-ordinating action points as necessary.
- Co-ordinating the school's corporate marketing and communications including newsletters and arranging for the checking, publication and distribution of internal and external documents including the weekly bulletin
- Overseeing school website and social media including, specifically, working with SLT to ensure the school website is maintained and the statutory information is kept up to date.
- Coordinate, produce and communicate the School Calendar to students/parents, staff governors and related external agencies.
- Plan and prepare Pupil Planners for printing in time for distribution at the beginning of the Academic Year.
- Plan and prepare staff planners for printing and distribution at the beginning of the Academic year.
- Policy Management including keeping a record of all policies for the school and ensuring they are reviewed on an annual basis, prompting the Headteacher, SLT and other staff regarding necessary actions and updates
- Prepare reports and presentations on behalf of SLT
- First point of contact/liaison with local and national groups such as Salford Headteachers' Association, Ofsted, Department for Education
- Working with the AHT Relationships & Behaviour prepare and send weekly awards letters, half termly certificates, termly certificates and vouchers and organise Headteacher reward breakfasts/lunches.
- Coordinate pastoral leaders and communicate outcomes from IYFAP meetings and ensure pupils are admitted promptly
- To monitor various school email addresses and circulate information as necessary
- Assist in recruitment and retention of staff, fostering good relationships and encouraging good working practices
- Be a visible presence in the school, to have high expectations and lead by example, supporting colleagues and maintaining standards and our Catholic values and mission.
- Participate in key events, e.g. Open Evening; staff appointments; extra-curricular and out of-school-hours activities and attend exam results days
- Take a role in Quality Assurance activities as necessary
- Work with the Headteacher and school governors to ensure that the school meets its statutory and educational responsibilities
- Represent the Headteacher at meetings as directed
- Act as a positive role model for staff and students alike within and beyond the school
- Undertake daily supervision and duties
- Represent the school at events, conferences and similar

## **Governance**

Working alongside the local authority clerks to the governors, To provide administrative and organisational support to the Governing Body as below.

- Management of Governance arrangements with the Headteacher and share calendar with all stakeholders
- Preparing and collating papers, presentations, minutes and other reports.
- Ensuring all necessary papers required for meetings are distributed to all parties in sufficient time and securely
- Maintain governing board membership and manage elections and recruitment processes with the Chair of Governors and Head teacher
- Manage governor link calendar and governor link updates Meetings
- Coordinating internal and external meetings and other school events, including room booking, arranging agendas, preparing papers, ordering catering and attending and minuting as necessary.
- Preparing a range of high-quality documents for the Headteacher in both written and verbal instructions.

### **Admissions**

- Rank Year 7 applications
- Request baptismal certificates and coordinate with the admin team to take copies
- Liaise with LA admissions team
- Support Transition days (Year 7) including the format of the days
- Coordinate in-year admissions, liaising with HOY
- Coordinate appeals documentation for Year 7 and In-Year applications
- Update Admissions policy and ensure latest version is displayed on School website and undertake consultation inline with statutory timescales
- Attend appeal hearings as required

### **Key Events**

- Be the lead person for Presentation evening, Open Evenings and Curriculum evenings, working with the admin team as necessary

### **Cover Management**

- In the absence of the Cover Manager, to organise the daily cover arrangements for those teachers who are not available for their normal teaching commitment

### **Additional Duties**

- To actively model and promote the values and ethos of the school.
- To comply with all relevant policies and procedures.
- To maintain confidentiality in all matters.
- To identify opportunities to introduce new technologies and processes to improve systems and ways of working.
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings.

- To work collaboratively across the School, in particular where the postholder has specific knowledge and expertise that can benefit the school as a whole.
- Post-holders are expected to be flexible and to operate in different areas of work/carry out different duties as required. This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.
- A positive first point of contact for parents, carers and external agencies.
- To cover break and lunch duties
- Working familiarity with SIMS and other information management systems
- To undertake First Aid Training and support the First Aid Rota including acting as a First Aid responder as required

**The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect to individual children**

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. The job description is subject to review.**

June 2022

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37 Ash Drive | Wardley | M27 9QP | 0161 921 1570 | [stambrose.jobs@salford.gov](mailto:stambrose.jobs@salford.gov).



**St Ambrose Barlow RC High School & Sixth Form College**

Headteacher: Ben Davis

## Personal Assistant to the Headteacher NJC 27-29

### PERSON SPECIFICATION

<b>Qualifications/ Professional Development</b>	<b>Essential</b>	<b>Desirable</b>
Appropriate Level 2 qualifications (e.g. GCSE)	✓	
Evidence of a good level of skill in verbal and written communication	✓	
Relevant ICT qualification or equivalent experience	✓	
Evidence of appropriate Professional Development or training	✓	
A recent, relevant leadership, management or administrative qualification		✓

<b>Knowledge/Skills</b>	<b>Essential</b>	<b>Desirable</b>
To have the ability to communicate effectively, professionally and confidently at all times developing good relationships with stakeholders. Specifically, the ideal candidate will have very high quality written and verbal communication skills and will be confident presenting to a variety of audiences.	✓	
To have the ability to multitask and prioritise effectively, recognising matters which require urgent attention, whilst adhering to predetermined instructions/deadlines	✓	
Good skills in effective staff motivation and development, including establishment of a positive performance culture delivering continuous school improvement	✓	
Ability to adapt to challenging situations and respond appropriately using negotiation and influencing skills to achieve objectives	✓	
Excellent ICT skills and ability to effectively operate various software packages and information technology systems	✓	
To be able to work constructively as part of a team, understanding school roles and responsibilities and your own position with these	✓	
Have the ability to self-evaluate your learning needs and actively seek learning opportunities	✓	
Knowledge of strategies for effective communication and marketing		✓
Knowledge of processes relating to organisational development		✓



<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience within a PA role in any sector, preferably in a fast-paced environment	✓	
Successful experience of implementing, developing and maintaining effective administrative systems in a busy office environment		✓
Experience of working with information management systems, particularly school systems	✓	
Experience of working in a school environment		✓
Experience of a community of faith of any kind		✓
Experience of working with young people		✓
Professional experience of marketing, communications and social media		✓
Experience of working with a variety of stakeholders	✓	
Experience of working in teams to deliver improvement, project management and successful delivery	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Willingness and ability to uphold, support and enrich our Catholic values and bring our Mission Statement to life	✓	
Practicing Catholic who contributes to the liturgical life of their school and/or parish		✓
To have a love of and enthusiasm for learning	✓	
Professional role model for both pupils and staff	✓	
Highly organised, reliable and punctual	✓	
To deal with confidential information appropriately, with tact and sensitivity. Discretion is key to this post.	✓	
Analytical and strategic approach	✓	
Perseverance and resilience	✓	
Tact and diplomacy in all interpersonal relationships with colleagues and stakeholders	✓	
Meet deadlines and manage a fluctuating workload	✓	
Honesty and integrity	✓	
Work actively and productively as part of a team	✓	
Outstanding interpersonal skills and the ability to relate well to a wide range of people	✓	
To be able to work with a high degree of accuracy and autonomy	✓	
Ability to support and challenge others	✓	
Belief in, and commitment to, comprehensive education, inclusion, community cohesion and Catholic social justice	✓	
A determination for self and others to be the best you can be	✓	
Creativity and a desire to be innovative	✓	
An approach that is hopeful, humorous, compassionate, rigorous and solution-focussed	✓	

To have the ability to keep calm under pressure during unexpected circumstances	✓	
A sense of duty and service to the community	✓	
Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service)	✓	

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