

EXECUTIVE ASSISTANT AND HR LEAD

Harris Academy Clapham and Harris Clapham Sixth Form

Grade 12

How To Apply

Please visit www.harriscareers.org.uk to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our [**Policy Statement on the Recruitment of Ex-Offenders**](#).

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as ‘outstanding’, and all of us are committed to growing our expertise and sharing it with each other.

*Sir Dan Moynihan
Chief Executive*

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. [Visit our website](#) to discover more.

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Main Areas of Responsibility

Management of the principalship

- As Executive Assistant to the Executive Principal, ensure that you are the professional and welcoming face of both Academies to all visitors, staff and students, including telephone callers.
- To ensure that the quality of communications is exceptional and constantly models best practice in terms of verbal and written communications.
- To model the highest expectations of compassionate and effective leadership, holding all members of staff to the highest possible standards in a way that is fair and supportive.
- To ensure that members of the Principalship Team are up-to-date and that all appointments are accurately noted, ensuring a manageable schedule and that Academy calendars are entered into both diaries alongside regular weekly meetings.
- To oversee auxiliary staff processes to ensure all are operating at the same high exceptions as yourself.
- To meet all deadlines as set by the Executive Principal and via delegated authority through other members of the Principalship Team.
- Ensure that record keeping is exceptional, including complaints trackers, SCR, HR, meetings files and ensure effective system that facilitates efficient communications across the schools.
- To be responsible for organising meetings and passing on messages between teaching, administrative, technical and building staff and the Principalship Team.
- To be responsible for organising meetings and passing on messages between parents/carers, external agencies and students as appropriate.
- To supply staff, on request, with Academy policies and procedures including those pertaining to disciplinary and grievance, to arrange meetings as directed by the Principal/Heads of Academy and maintain the necessary records.
- To liaise with Federation admin teams and PA's across the Federation as appropriate.
- To track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping the Principal's/Heads of Academy informed as appropriate.
- To be the first line of contact between the Executive Principal, staff and other stakeholders – including via phone calls, requests from staff or visitors, ensuring only appropriate contact is made.
- Annual collecting and collating of information for the Academy Improvement Plans. Typing, proof reading and production of the same.
- Annual collecting and collating of information for the Academy Staff Handbook. Typing, proof reading and production of the same.

Human Resources

- To line manage the HR Officers as appropriate and ensure all HR systems are organised to the same high standard as everything else.
- To oversee the recruitment process and the SCR in line with safer recruitment procedure and utilise other auxiliary staff to support with the mechanics of interviews and appointments of staff.
- To ensure safer recruitment practices are in place for all appointments in both Academies and keep staff informed of any issues with references or other aspects of recruitment.
- To oversee the Performance Review Processes at both Academies, ensuring that appraisal of staff is properly completed and documented in accordance with the annual cycle of deadline dates.
- Oversee staffing and salary notifications as part of the Academy budget process, so that Principalship Team are given accurate and timely information regarding the setting of Academy budgets.
- To minute HR meetings accurately, including Flexible Working Requests and any performance or disciplinary matters.
- To maintain job descriptions and person specifications for all academy appointments.
- To act as HR advisor for members of the Academy Leadership who may need it.
- Continue to train and develop staff in the wider team, to upskill their roles.

Marketing

- Have strategic oversight of the marketing strategy of both schools.
- Open day/Evening adverts with appropriate agencies
- Insight – termly news items
- Liaise with 8hwe regarding any press releases
- Help to publish items on X/Facebook and other social media outlets.
- Manage websites where required.

Governance

- To deal with any enquiries from Governors in the first instance.
- To collect any correspondence for Governors and forward to Clerk as appropriate.
- To ensure Governors are sent copies of Academy INSIGHT magazine, prospectus and other relevant materials.
- To ensure Clerk is informed of any Academy Events where Governors attendance is welcomed.
- To ensure GIAS is maintained and up to date and that it matches the school's website.
- Collating information as required for reports to Governors regarding HR matters.

Other Duties

- To complete any other tasks as may be reasonably directed by the Executive Principal, within the bounds of this job description.
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

Academy Ethos

- To engage actively in the performance review process, addressing appraisal targets set by the line manager each autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

Reporting to: Executive Principal
Liaising with: Principal, Academy Leadership Group, Student Support Services relevant non-teaching support staff, parents and Governors and other stakeholders

Disclosure Level: Enhanced DBS

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Area	Essential	Desirable
Qualifications, Knowledge & Training	<ul style="list-style-type: none"> • Relevant education to A level (or equivalent) / Graduate • Evidence of further relevant training. • Understanding of the importance of students achieving their full potential. • Recent and relevant experience of the personal assistant role. • Understanding of the importance of confidentiality. • Excellent understanding and experience of managing complex HR matters in improving organisations 	<ul style="list-style-type: none"> • Experience of working in a school
Skills and Abilities	<ul style="list-style-type: none"> • <i>Excellent interpersonal skills.</i> • The ability to encourage and inspire staff to achieve. The ability to do the job description. • Excellent organisational and administration skills, with attention to detail and the ability to adapt and be flexible as the organisations change and improve. • Excellent ICT skills and a willingness to undertake training when required. • The ability work under pressure and meet deadlines and maintain a sense of humour. • The ability to use own initiative and work without supervision. • Demonstrate exceptional skills to communicate clearly both orally and in writing. 	<ul style="list-style-type: none"> • Experience of working within an Academy • Ability to be flexible in terms of location of work as appropriate
Personal Qualities	<ul style="list-style-type: none"> • Willingness to work after hours on occasion • Be able to work in a flexible way. • Energy and enthusiasm to improve the learning experience of students. • Good sense of humour. 	

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit www.harriscareers.org.uk

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