



PRINCE ALBERT COMMUNITY TRUST

RECRUITMENT PACK





CONTENTS

03	Letter from the CEO and Deputy CEO of PACT	09	Executive Assistant to CEO
04	Welcome from Sajid Gulzar OBE, CEO of PACT	11	Job Description
05	Welcome from Phillipa Sherlock-Lewis, Deputy CEO PACT	12	Person specification
06	PACT Philosophy	14	Explanatory Notes
07	PACT Purpose, Ambition & Values	17	Contact Us
08	Safeguarding Policy		



LETTER FROM THE CEO AND DEPUTY CEO

Dear Candidate

Thank you for taking the time to download the application pack and expressing your interest in the current vacancies at Prince Albert Community Trust.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within PACT and to decide whether we are 'right' for you.

Within the pack you will find a brief summary about the trust and details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you soon.

Sajid Gulzar



Phillipa Sherlock-Lewis



WELCOME FROM OUR CEO

I was born and have grown up in inner city Birmingham. As a child I attended Highfield Junior & Infant School, a large Victorian built primary school in the Saltley area of the city. I was delighted when Highfield joined our family of schools, becoming the third member of the Prince Albert Community Trust (PACT) in 2016. My parents were first generation immigrants from Pakistan and from a very early age instilled in me the value and transformational power of education, a journey that I began at Highfield in 1978 as a four-year-old who spoke no English.



My background and experiences give me a unique insight into the communities I currently serve as Executive Headteacher and CEO of PACT. We have many children at our ever-growing group of PACT schools and I have the same high expectations for all of them. We understand that from time to time some of our children and families experience very challenging circumstances, we are clear in our belief however that there is no excuse for underachievement and that regardless of their situation; all of our students will fulfil their potential. It is this belief that was the genesis of the idea of Prince Albert High School and led to its conception.

PA High is without a doubt the most exciting project I have had the privilege to be involved in. The school opened in September 2021 next to the Athletes Village of the Birmingham Commonwealth 2022 Games. It will provide the opportunity for us to continue to educate our PACT primary aged children through to 16 and 18 years old. As educators and those responsible for building the foundations for future educational success for our children, we believe that everything that happens in our schools has to be good enough for our own children, if we are to accept it as good enough for the students that we serve. I insist that all staff have to buy into this philosophy. This message has been embraced by staff and as a result: all of the PACT schools provide an excellent quality of education led by a dedicated and talented Senior Leadership Team. I would be proud to send my own children to any of our schools.

I lead a highly committed and talented group of people who go above and beyond on a daily basis in order to ensure that our students get the most out of their primary school education. We value highly and invest heavily in staff development in order that we have the very best people working with our children. PA High will enable us to continue to do this and take the responsibility for preparing our children for adult life.

For many of our students, as it was for me, growing up in inner city Birmingham, this is their one chance to secure a future for themselves and their families. The gravity of our responsibility must never be underestimated.

Sajid Gulzar OBE

WELCOME FROM OUR DEPUTY CEO

I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.



I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Deputy Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children...we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “united we are world class” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

A handwritten signature in black ink that reads "Phillipa Sherlock-Lewis".

Phillipa Sherlock-Lewis

OUR PHILOSOPHY

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our pupils to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our pupils have the potential to achieve the highest academic standards and to compete with high achieving pupils locally, nationally and internationally. We want to prepare our children for the very best job opportunities the world has to offer, to make this possible we are developing working partnerships with leading universities and business regionally, nationally and globally.

The success of our primary schools is built on the relationship we enjoy with our families based on mutual trust and an understanding that we only want the very best for our pupils. Our extensive knowledge of our pupils prior to their arrival in year 7 along with the excellent pastoral care at the school will provide the pupils with a safe and supportive environment that will enable them to succeed.



OUR PURPOSE, AMBITION AND VALUES

OUR PURPOSE

Enable every pupil to succeed at school and in life

OUR AMBITION



Exceptional pupil wellbeing



Exceptional education



Exceptional people



Exceptional infrastructure



Sustainability



OUR VALUES

In all that we do we demonstrate:

Passion – inspiring a love of learning and being determined to make a difference

Aspiration – wanting the very best for our pupils, our families, our communities and our staff

Collaboration – working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals

Trust – acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in

SAFEGUARDING POLICY

CHILD SAFEGUARDING POLICY

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

KEEPING CHILDREN SAFE IN EDUCATION 2021

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2021. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit each school's website by clicking on the images below for their full policy.



EXECUTIVE ASSISTANT TO CEO

SALARY GRADE 4

FULL TIME EQUIVALENT - £28,226 - £35,336

THIS VACANCY IS AVAILABLE ON A BANKED HOURS (FULL-TIME) CONTRACT, GIVING YOU 13-WEEKS A YEAR AS LEAVE.

TERM TIME ONLY (TTO) IS ALSO AVAILABLE. SALARY RANGE FOR TTO IS £24,680 - £30,897

The Prince Albert Community Trust (PACT) is a family of schools, where making a positive difference to children's lives is at the heart of all we do.

We are a forward thinking place of work and we ensure that bespoke professional development and support drives our relentless pursuit of excellence for all.

We firmly believe in the coaching model and actively promote both our internal training offer and external qualification pathway.

We have fantastic pupils and staff, supportive Trustees and Academy Representatives and serve a great community.

As Executive Assistant to the CEO you will be working closely with Sajid Gulzar. You can learn more about Sajid [here](#).

This is an exciting and challenging role, right at the heart of the Trust. As Executive Assistant to the CEO key responsibilities will include:

- Leading to shape and define priorities on particularly sensitive issues, ensuring that rapid progress is made in key areas, and that the Director teams function effectively together.
- Providing personal support and advice to the CEO on his strategic growth agenda, representing and communicating his views and decisions effectively both internally and externally.
- Taking a leadership role across the wider Trust Administration Team working to support and develop staff.
- Developing and maintaining highly influential and effective working relationships with a range of stakeholders.
- Operating as a trusted adviser and providing key input to the top team of the Trust, especially on sensitive and high-profile issues.
- Using relationships, judgement and understanding of the wider context to support the Executive in their work and add value to the process and substance of decision making.
- Having the confidence and credibility to intervene and/or provide constructive challenge to senior stakeholders, and act as a trouble-shooter to resolve issues and bring a sense of clarity and direction to complex situations.

EXECUTIVE ASSISTANT TO CEO

We are a well-resourced MAT, and you will be greeted with a smile every day. If you believe you possess the qualities to take on this exciting challenge, then we would be delighted to hear from you.

The successful candidate will:

- Be excellent at organising themselves and others,
- Be capable of promoting partnerships and collaborating with internal and external stakeholders,
- Have proven experience of providing secretarial and administrative support for senior executives.
- Be able to manage conflicting demands, and
- Have good influencing skills.

We can offer you:

- An opportunity to be at the heart of an exciting and growing Multi-Academy Trust,
- A highly supportive executive team invested in your growth and professional development,
- A working culture that promotes diversity, equality and social justice,
- A caring working environment where your welfare is of paramount importance,
- Excellent care and support for all staff,
- Comprehensive induction and on-going support opportunities for professional development.

Benefits:

- Subsidised Private Healthcare package,
- Discounted gym membership,
- Retail discounts and cashback,
- Free confidential advice, information and counselling service,
- Well-being days

This vacancy is available on a banked hours (full-time) contract, giving you 13-weeks a year as leave. The Deputy CEO has prepared an introduction video. If you are considering applying for this role and wish to see the video, please email HR@the-pact.co.uk to request this.

Further information about the schools, our outcomes and philosophy can be found on our Trust's [website](#). The application pack can be downloaded from any of the school websites and your application should be submitted to HR@the-pact.co.uk.

Please note, we do not accept CVs.

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

“This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role”.

JOB DESCRIPTION

JOB TITLE: Executive Assistant to Chief Executive Officer (Grade 4)

PURPOSE OF THE POST: To be the Executive Assistant to the CEO. To undertake a full range of secretarial and administrative duties for the CEO and to ensure the efficient and effective running of their daily business.

You will need to liaise with a wide variety of people both in writing and verbally within the MAT and externally to arrange meetings. You will also curate agendas, circulate papers, take minutes and share actions.

ACCOUNTABLE TO: CEO, Board of Trustees

DUTIES AND RESPONSIBILITIES

- Act as a first point of contact within the MAT for staff, trustees, governors, external partners, parents and other stakeholders seeking contact with the CEO.
- To assist the CEO in organising their administrative workload. Liaising with the CEO regarding the events of the day and following up resultant actions.
- Maintain complex diary management, arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed.
- Make necessary travel arrangements for the CEO.
- Assemble and prepare papers required by the CEO to attend meetings, prepare reports, or reply to requests for information.
- Ensure that papers are given to the CEO for the next day's meetings and that any instructions/directions are obtained prior to the meeting.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Arrange a variety of weekly meetings and when required, take accurate notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Ensure that all meetings chaired or hosted by the CEO are appropriately catered.
- Sort and prioritise incoming post and emails. Filter telephone calls before passing them to the CEO and wider Senior Management Team, if it is deemed necessary.
- To draft correspondence and other documentation to the CEO's specification.
- Make any telephone calls as requested by the CEO and follow up any resultant actions
- To deal with electronic mail, both incoming and outgoing, in a secure and confidential manner.
- Manage the effective recording of complaints, concerns and satisfactions received by the CEO
- Support the Senior Management Team in the organisation and detailed planning of special events, such as away days and charity events.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work with minimum supervision from the CEO.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and all stakeholders. Respond positively with tact, sensitivity and awareness to all stakeholders in relation to duties undertaken.

OTHER DUTIES

- To assist in dealing with complex enquiries or difficult visitors.
- Generate reports (written and electronic), filing, photocopying work and to take accurate minutes of meetings as required.
- Comply with and understand all policies and procedures, particularly those relating to safeguarding and child protection, equality and diversity, health and safety, behaviour and data protection, reporting concerns to the CEO or Designated Safeguarding Lead.
- Attend relevant training and take responsibility for own development.

PERSON SPECIFICATION

Criteria	Essential	Desirable	M.O.A
<p>EXPERIENCE (Relevant work and other experience)</p>	<p>Experience of:</p> <ul style="list-style-type: none"> • Providing secretarial and administrative support for senior executives • Organising large, high profile meetings. • Using initiative and sound judgement: to prioritise and work effectively to tight deadlines. • Working with external partners and stakeholders outside of your own team – building relationships and holding people to account for delivery. • Using a high standard of written English, grammatical accuracy and use of plain English. (Assessed via your demonstration of these elements in your suitability statement and Application – you do not need to refer to this criteria in your suitability statement) • Seeking out and sharing experiences to develop knowledge of the team’s business area. • Understanding of how the strategies and activities of the team create value and meet the diverse needs of all stakeholders. • Managing a quality service. Experience of developing, implementing, maintaining and review of systems and services to ensure delivery of professional excellence. • Working with stakeholders to set priorities, objectives and timescales. • Successful delivery of high quality outcomes that meet the needs and gives value for money. • Establishing ways to find and respond to feedback from stakeholders about the services provided. • Delivering a positive approach to keeping the whole team’s efforts focused on the top priorities. 	<ul style="list-style-type: none"> • Experience of working in a Multi-Academy, or large educational establishment • An interest in education and improving outcomes for young people. 	<p>AF/I/T</p>
<p>SKILLS AND ABILITIES (e.g. Written communication skills, dealing with the public)</p>	<ul style="list-style-type: none"> • Proven organisational skills: with experience of supporting meetings or committees – including accurately noting / assigning new actions, and logging / filing assigned and completed actions, both within and outside immediate team. (lead criteria) • Possess excellent communication skills both written and verbal to a variety of audiences. • Excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities. • Strong IT skills and be competent in the use of most Microsoft Office applications • Strong interpersonal and influencing skills. 	<p>Able to:</p> <ul style="list-style-type: none"> • demonstrate a good understanding of Academy Trust Leadership. 	<p>AF/I/T</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable	M.O.A
SKILLS AND ABILITIES (e.g. Written communication skills, dealing with the public)	Ability to: <ul style="list-style-type: none"> • Draft minutes of meetings and draft/edit documents independently. • Obtain information through own research. • Handle confidential and sensitive material. • See the big picture. • Understand the strategic drivers for your area of work. • Align activities to contribute to wider organisational priorities. • Identify risks and resolve issues efficiently. • Promote a culture of following the appropriate procedures to ensure results are achieved on time whilst still enabling innovation. • Act promptly to reassess workloads and priorities when there are conflicting demands to maintain performance. 		AF/I/T
TRAINING	<ul style="list-style-type: none"> • Any relevant training / willing to undertake appropriate training 		AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	<ul style="list-style-type: none"> • Good standard of education to include GCSE English and Maths (or equivalent). • A good standard of Further Education Qualifications such as A-Levels or equivalent (Level 3 or 4). • Where abundance of continued experience and practical implementation can be demonstrated this may also be taken in to consideration in replacement of further education. 	<ul style="list-style-type: none"> • Educated to degree level (Level 6) or equivalent . 	
OTHER	<ul style="list-style-type: none"> • Must be willing to work in a developing and pressured environment in order to meet the needs of the Trust, and senior leaders. • Holds a full UK drivers licence and has the ability to work across MAT locations where needed. • Have loyalty, discretion and commitment to the Trust and its vision and aims. • Demonstrate good professional conduct and professional appearance. • Have energy, dynamism and a sense of humour. • Have a strong work ethic and high expectations. • Work to and promote health and safety principles. • A commitment to safeguarding children • A commitment to equal opportunities. 		AF/I

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health And Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

CONDITIONAL OFFER: PRE- EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

HOW CAN I APPLY?

Please send a completed application form to hr@the-pact.co.uk. This is an exciting and very rewarding role and we look forward to receiving your application.

Adverts Open
13th May 2022



Shortlisting
7th June 2022



Closing Date
5th June 2022



Interviews
15th June 2022

All applications will receive an email confirmation within 48 hours of receipt of application; if you do not receive this please contact the **PACT HR team** on HR@the-pact.co.uk. The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 10 working days of the closing date of this position, unfortunately you have been unsuccessful on this occasion. Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

Prince Albert Community Trust pays full regard to 'Keeping Children Safe in Education' guidance 2021. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

We reserve the right to withdraw from this recruitment process at any given point.

CONTACT US

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