



The
3-18
Education
Trust

Applicant Information Pack

Head's PA & HR Administrator



Courtesy – Enterprise – Endeavour



Headteacher Letter to Applicants

Dear applicant

Thank you for the interest you have shown in our school.

I am delighted you are considering joining William Brookes School and as the Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our website and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. You are most welcome to contact Joanne Wilkinson to arrange a visit to the school or an informal telephone conversation with myself prior to any application.

I hope that you are inspired by what our school has to offer, and I would welcome an application from you.

Stephen Richards,
Headteacher

About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

Job Description



The
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Title of Post	Head's PA & HR Administrator
Post Status	Permanent, 37 hrs/wk, 45.99 wks/yr
Salary/TLR/ Allowance	Grade 8, Points 18-22
Reporting to	Head & School Business Manager

Main Purpose

To provide a full secretarial service to the Head and HR Assistance to the School Business Manager as required.

The post holder must be energetic, calm under pressure and capable with a good secretarial background. Up to date ICT skills covering word processing, spreadsheets and desk top publishing are essential. They must have a good educational background and be able to demonstrate meticulous attention to detail in this high-profile position. The job is interesting and busy, with varying priorities throughout the year. Excellent organisational skills are therefore essential in order to cope with the demands of the post and to keep the diaries of the Head and the Leadership Team functioning smoothly and efficiently, together with ensuring all associated tasks are undertaken effectively and in a timely manner. The post holder will therefore have proven successful experience in a suitable role involving forward-planning for meetings and events.

The post holder will have access to a significant amount of confidential information with much of the work being of a sensitive nature. They will be required to meet tight deadlines, dealing calmly and tactfully with a wide variety of circumstances and people.

The post holder will be based in an office adjoining the Head's office and will be a vital link with a wide range of people and organisations, communicating both within school and with the wider community.

The Head's PA is an important member of the administrative support team which is led by the School Business Manager and includes the Cover & Timetabling Co-ordinator, School Registrar, Leadership Team Administrators, Data Manager, Finance Assistant, Examinations Officer and Receptionists. The team plays a vital role in ensuring the smooth-running of the school, supporting staff and students alike.

All members of the administrative support staff are expected to be flexible in the case of the absence of colleagues for reasons of sickness, etc. and many duties are regarded as interchangeable.

The post holder is ultimately responsible to the Head.

Principle Duties & Responsibilities

The post holder will:

- Be responsible for diary management for the Head Teacher. This will include arranging meetings, inviting attendees, arranging the venue and hospitality and producing agendas and other appropriate documentation as required
- Produce reports, presentations, file notes, minutes of meetings and correspondence on behalf of the Head Teacher and School Business Manager using information known, collated and gathered from sources as required
- Attend meetings and take minutes as required
- Anticipate and assist with arrangements of behalf of the Head Teacher and other members of the Leadership Team in relation to pre-arranged events (school or other)
- Keep up to date, accurate and relevant records on behalf of the Head in relation to current activities and areas of interest
- Prepare all documentation in connection with the recruitment of teaching and support staff. This will include:
 - The Job Description and Person Specification (in collaboration with the relevant current members of staff)
 - Inviting candidates to interview
 - Requests for references

The post holder will also be responsible for:

- Fielding calls from interested applicants for vacancies
- Receipt and recording of completed applications
- Circulation of applications to the relevant staff members for consideration and shortlisting
- Drafting and ultimate finalization of the schedule for the interview day, incorporating:
 - collation of lesson plans and other relevant documentation from candidates
 - welcome of the candidates
 - DBS checks
 - staffing for lesson observations
 - hospitality, etc
- Manage the production and collation of information for inclusion in new starter Induction Packs and overseeing the induction process, co-ordinating the use of specialist staff for critical training needs
- Prepare contractual information and documentation
- Support the School Business Manager in maintaining and keeping up to date staff personnel records in relation to relevant correspondence, absence records, qualifications, threshold, pay scales, capability, etc, as well as the Single Central Record
- Collate and prepare information for inclusion in the Staff and Student Bulletins and publish and circulate each week using Sharepoint

- Liaise with the members of the J L Edwards Memorial Trust, co-ordinating the Selection Committee meetings, the Annual General Meeting and the Award Winners Presentation Evening to the Trustees. The post holder will also be responsible for the preparation of promotional materials and arrangement of assemblies for students and will collate applications and undertake all other necessary administration
- Undertake any other duties and responsibilities as reasonably required by the Head and School Business Manager

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 4 a*-c / 9-4 grade passes at O level or GCSE's or equivalent, including English and Maths NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification 	
Work or relevant experience	<ul style="list-style-type: none"> Experience of working in an educational setting or other relevant environment Experience of clerical/administrative work Computer/keyboard skills Ability to take accurate minutes/notes 	
Knowledge and Understanding	<ul style="list-style-type: none"> Very good numeracy and literacy skills 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> Proficiency in word processing and knowledge of spreadsheets Good literacy and numeracy Filing and organisational Good time management Willingness to participate in training and development opportunities Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> Experience of school information management systems Successful experience of working as a personal assistant Use of shorthand, or speed typing or writing Additional secretarial and ICT qualifications
Personal Qualities	<ul style="list-style-type: none"> Good communication skills Ability to relate well to children and adults Ability to work well as part of a team Ability to maintain confidentiality Honest and reliable Resilient and hardworking Caring and thoughtful Good sense of humour 	
Special Conditions	<ul style="list-style-type: none"> Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check 	

Additional Information about William Brookes School



William Brookes School is a mixed comprehensive school with **over 930 students on roll**, including over **100 in the Sixth Form** and each September sees us oversubscribed in Y7. The school always has an exciting feel to it, with a lot going on every term. We moved into our brand new school in September 2010 and everyone, students, staff and the local community, has embraced the fantastic ICT rich facilities we now have at our disposal. Our school is very much focused on the people who work within the building and we work hard on achieving our motto of “be the best you can be through courtesy, enterprise and endeavour”.

Although situated in beautiful surroundings on the edge of the small rural town of **Much Wenlock**, we are far from being a sleepy rural school. We have **eight partner primary schools**, with whom we work very closely, but we draw from a much broader spectrum of some 25 or more primary schools, including some in Telford, Bridgnorth and Shrewsbury, as well as the **wider rural area of South East Shropshire**.

We are a **comprehensive** school in every sense of the word. Our **ability spread is wide and also well balanced**. The last few years have seen several of our students go on to Oxford and Cambridge but we also cater for students with quite complex special educational needs too. The socio-economic background of our students is equally mixed and we enjoy the same levels of support from parents from all sectors. Some children have moved to us from the independent sector, some students live in isolated communities and many live in our surrounding villages and towns, with some 25% coming from the immediate town of Much Wenlock and surrounding area, approximately 31% from Broseley, which lies to the south of Ironbridge and 17% coming from the neighbouring areas of Telford & Wrekin.



Dr William Penny Brookes

As the only “**Coubertin School**” in Britain we enjoy not only a rich cultural tradition that is derived from the life and work of our namesake, Dr William Penny Brookes, but also unique opportunities for Sixth Form students to undertake activities with partner schools from across Europe and beyond. Younger students are participating in student voice and leadership activities related to the Olympics and Olympic values. Our **Arts Centre, “The Edge”**, is located at the heart of our new school and it enhances our Music, Dance and Drama facilities as well as benefiting the wider community of this part of Shropshire and reflecting our great strengths in the performing arts.

We consider ourselves very fortunate to work in a wonderful school with fantastic facilities in a beautiful location. We want William Brookes School to be a great place to learn and a great place to teach and hope that you will want to join us and be part of its exciting future.



William Brookes

What We Offer

In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

Application & Appointment Process

An application form is available to download from the school website
<http://www.williambrookes.com/about-us/vacancies.php>

Please send completed applications to kpote@williambrookes.com

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date for applications: 12.00 noon, Monday, 12 December 2022

Interviews will take place on Wednesday, 14 December

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <http://www.williambrookes.com/about-us/policies-and-documents.php>.