

July 2024

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

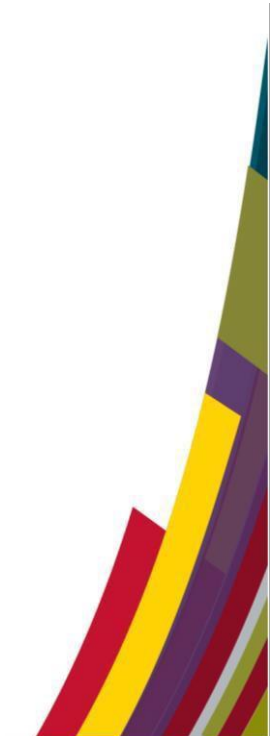
We warmly welcome informal enquiries to the Head of Department, or via our HR Team. The Deputy Heads, Liz Curtis and Neil Phipps would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry
Head Teacher



INFORMATION FOR APPLICANTS

Head's PA

Closing date: 9.00am, Friday 26 July 2024.

Interview date: Thursday, 8 August 2024.

The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [our website](#). Alternatively, you can request an application in Word format, or paper copy by emailing vacancies@myton.co.uk and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section please attach a continuation sheet to your application form.

Please note that, if your application for employment is unsuccessful, Myton School will hold your data for 6 months after the end of the relevant recruitment process. For further information on this, please refer to our [Privacy Notice for Applicants](#).

Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

Online applications via the school website (www.mytonschool.co.uk) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to vacancies@myton.co.uk
- **Postal applications** please address as **"Job Application for the post of ..."** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

Criminal Record Declaration

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as “spent”, must be declared. However, certain convictions and cautions are considered ‘protected’ meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare, please provide details on the Declaration form and bring this with you if you are invited to interview in an envelope marked *Confidential FAO HR Manager*.

Short-listing

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity. An online search of all shortlisted candidates will be performed prior to interview.

Contacting You

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

Attending Interview

If you are invited for interview you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

If you are an Overseas applicant, the recruitment process if short listed for an interview will include providing a video portfolio of your teaching practice, lesson plans, and the opportunity for your referees to be contacted via video conferencing.

Enquiries

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact vacancies@myton.co.uk or 01926 493805 ext. 209/237. Please use email only during school holiday periods.

Thank you for your interest, we look forward to receiving your application by the closing date.

Lisa Taylor
HR Manager

Head's PA

*A = Application I = Interview

Knowledge and Experience

	Essential	Desirable	How Assessed [*]
• Good standard of general education	E		A
• Working in a senior administrative role	E		A/I
• Working successfully in a busy deadline driven environment	E		A/I
• Knowledge of MS Office 365 including Outlook/Excel/Word and PowerPoint	E		A/I
• Working in an education environment	E		A
• Knowledge of Schools Admissions process		D	A/I
• Knowledge of Schools Suspensions process		D	A/I
• Knowledge of SIMS (School Information Management Systems)		D	A
• Shorthand / experienced minutes takers		D	A

Skills and Abilities

• High level of written communication and interpersonal skills	E		A/I
• Highly accurate with good attention to detail while still	E		A/I
• Ability to work in an organised and methodical way	E		A/I
• Ability to work independently, manage own time and prioritise effectively	E		A/I
• Excellent interpersonal skills	E		A/I
• Able to work effectively under pressure, remain calm and use own initiative	E		A/I
• Able to relate well to governors, school staff, students of all abilities, their parents / carers and members of the local community	E		A/I
• Able to interpret Department for Education statutory guidance	E		A/I
• Ability to maintain confidentiality and maintain professional standards	E		A/I

Personal Attributes

• Suitable to work with children and safeguard their welfare	E		A/I
• Flexible approach to work with a willingness to be flexible with working hours to respond to the needs of the school (especially during exam periods and in school holidays, as required)	E		A/I
• A calm, confident presence	E		A/I
• Willingness to undertake training relevant to the role	E		A/I

POST TITLE: HEAD'S PA

REPORTING TO: HEAD TEACHER AND FINANCE DIRECTOR

1. Job Summary/ scope / purpose

- Provide high level, effective, efficient and proactive administration and assistance to the Head Teacher;
- Provide a highly effective first point of contact for all communication with the Head Teacher, internal and external, delegating appropriately to school staff;
- Coordinate the Complaints Process, ensuring response timelines as per the School Complaint Procedure and in liaison with the Head Teacher;
- Manage the Student Admissions Process, in consultation with the Head Teacher;
- Manage the Student Suspension Process, in consultation with the Head Teacher;
- Ensure effective communication channels within school including the weekly staff briefing;
- Maintain an overview of all communication going out from school, through effective liaison with the Administration Manager and Marketing & Communications Administrator.

2. Key Responsibilities

- Maintain the Head's Outlook Calendar/Diary, coordinating all internal and external meetings, including preparation of agendas and papers, and minute taking, where appropriate;
- Maintain the Outlook Calendar for the Deputy Heads, arranging meetings where required;
- Acknowledge all communication to the Head Teacher in a timely manner. Initiate and deal with responses on behalf of the Head Teacher where possible and with the input of other key personnel, keeping the Head Teacher informed, as appropriate;
- Monitor the main school email in-box account head@myton.co.uk and FOI email account, ensuring out of office is in effect during holiday times, with appropriate directions for emergencies/safeguarding;
- Oversight of all communication/publications sent on behalf of Myton School;
- Prepare written communications on behalf of the Head Teacher and/or Chair of Governors;
- Effective communication, including (but not limited to):
 - Collation of announcements for the weekly staff briefing and circulation of briefing notes to all staff in a timely manner;
 - Preparation of the Weekly Newsletter item with the Head Teacher, signposting information to the Marketing & Communications Administrator;
 - Inviting VIPs & Governors to key events e.g. school productions, carol service etc;
 - Send corporate Christmas cards to VIPs and Governors following the coordination of an internal Christmas Card competition;
 - Preparation of the Weekly Newsletter in the absence of the Marketing & Communications Administrator.
- Coordinate school welfare events e.g. gifts/cards for leavers, paternity/maternity leaves and end of term farewell events in conjunction with appropriate departments. In the event of a student/staff death, liaise with family and arrange condolence messages / memorial events;
- Coordinate the annual Carol Service;
- Ensure termly information is prepared and sent out at the appropriate time e.g. beginning/end of term

letters; school closure information etc.;

- In collaboration with the Head Teacher and Deputies, set the term dates for each academic year for Open Evenings/Training Days and start dates for Years 7 & 12;
- Support the Head Teacher & Leadership Team (LT) with preparation of the agenda and notes from the LT Meetings, including attending the meetings;
- Maintain accurate and up-to-date school information on the Department for Education (DfE) Get Information About Schools (GIAS) website;
- Manage EveryHR requests for absence and sickness on behalf of the Head Teacher, ensuring actions are completed and submitted as required. Ensure Return To Work (RTW) meetings take place and are recorded appropriately;
- Oversee and coordinate all references sent out from Myton School;
- Ensure programs for key events run smoothly including: Ofsted inspections; senior personnel interview programmes; Governors' Days in School; School Improvement Partner Visits; Head's Annual Review.
- Admissions:
 - Monitor year group numbers via the School Admissions Module (SAM) and coordinate Fair Access Protocol (FAP)/Looked After Children (LAC) in liaison with the Head and Warwickshire County Council (WCC) Admissions Department;
 - Arrange meetings for FAP students, ensuring all relevant staff attend and are aware of the student;
 - Ensure Managed Moves and offsite placements (OSPs) take place according to protocol;
 - Annual Admission Policies consultation/ratification by Governors as appropriate and submitted to WCC according to timelines in accordance with the DfE Schools Admissions Code;
 - Plan the Open Evening Dates for both main school and Sixth Form, liaising with local secondary schools to avoid clashes. Publication of Open Evening dates to Year 6 students and tours of school put in place;
 - Coordinate the booklet for admissions and induction with the Marketing and Communications Administrator and oversee information to go out following March offers;
 - Liaise closely with the Primary Liaison Lead.
- Suspensions:
 - Ensure compliance with the DfE Guidance on Suspensions in consultation with Head Teacher;
 - Process suspensions paperwork including entry on SIMS;
 - Coordinate Permanent Exclusion (PEX) meetings, ensuring attendance of Governors and parents. Alert WCC Exclusions Department within the required timescale, including the Learner information Form (LIF) and date of the Governors' Disciplinary Panel. Minute meetings where required;
 - Send copies of all suspension letters to the Chair of Governors.
- Governors:
 - Work closely with the Chair of Governors and Head Teacher, arranging link meetings and advising of any concerns/complaints;
 - Oversee elections for new Governors in collaboration with the Clerk to Governors;
 - Provide hard copy of meeting documents for the Head Teacher for each Governor meeting.

3. Responsibility for Staff

- None

4. Level of Supervision

- The post holder will receive direction and supervision from the Head Teacher on a day-to-day basis and the Finance Director who has responsibility for all support staff.

5. Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff.

- H (Scale points 26-28 on the NJC pay spine for Support Staff).
 - The full-time equivalent salary range is £34,834 - £36,648 per annum (pro-rata).
 - The actual salary, based on the hours per week and working weeks plus holiday entitlement per annum, is within the range £32,644 - £34,344 per annum.
 - The actual salary is calculated based on the hours per week, the working weeks per annum including a pro-rata holiday entitlement per annum.
 - The starting salary will normally be at the minimum of the salary scale, unless incremental points are awarded for skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance.
 - The appointment is for 37 hours a week over 5 days per week during the specified working weeks,
- Hours
- Hours of work (start and finish times) will be as agreed with the line manager including an unpaid lunch break of at least 20 minutes.
 - Due to the nature of the role some flexibility in working hours may be required to respond to the needs of the school, attend evening meetings and other events i.e. attendance at the LT meeting is required.
- Working Weeks
- 42 working weeks per annum including term-time (38 weeks a year) plus an additional five Staff Training days a year and an additional three weeks to be worked as agreed during the school holiday periods (but to include exams results days).
 - Staff are generally not expected to request time off for holidays etc during term-time unless in exceptional circumstances.
- Probationary period
- New appointments are subject to successful completion of a six-month probationary period (or 1½ terms).
- Supervision of students (Duties)
- As part of your responsibilities, you will be included on the rota for lunchtime supervision and / or break-time duty as part of your contractual working hours.
- Notice period
- A minimum of two months in writing to terminate at the end of a calendar month (i.e. at least two complete calendar months).

- The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post.
- The job description may be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job commensurate with the grade and job role.

CONDITIONS OF SERVICE FOR SUPPORT STAFF

Summary for Applicants

The terms and conditions of employment are stated in full in the contract of employment. A summary of the main terms and conditions is outlined below. Applicants can request details on any terms and conditions not specified below from the HR Department.

Working Hours

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. The job description will specify whether your post is for work during term-time only, whether you are required to work during school holidays and Training Days whether you are required to work regular or occasional additional hours or overtime.

Salary and increments

The salary is normally based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached subject to satisfactory performance.

For term-time employees, the annual salary is calculated on the number of weeks worked plus statutory annual leave and a pro-rata holiday entitlement for additional holiday above the statutory minimum. This is paid in equal monthly instalments throughout the year or for the duration of the contract.

The salary in the first year of employment will reflect the working weeks remaining in that leave year and therefore may be different to salary paid thereafter. Further details will be outlined in any offer of employment.

Probation Period

This appointment is subject to a 1½ terms or six-month probationary period.

Notice Period

You are required to give two month's notice in writing to terminate your employment.

Annual Leave

23 days' annual leave entitlement plus 12 Bank/Additional Holidays, rising to 26 days after 5 years' service (salary calculations for leave will be on a pro-rata basis for part-time staff, except for the statutory minimum entitlement).

Pre-employment checks

ID Checks: We will need to see original documentation that verifies your name, any change of name, date of birth, current address and photo ID. This will normally always include a birth or adoption certificate and a passport (if the applicant holds a passport).

Criminal Record: All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at <https://www.gov.uk/criminal-record-checks-apply-role>.

Eligibility to Work in the UK: Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK.

<https://www.gov.uk/government/publications/right-to-work-checklist>

Qualification: The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

Health: The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. In some circumstances a medical examination by a registered medical officer may be required.

Pension provisions

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

Continuous service

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he joins Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.

SUPPORT PROGRAMME FOR NEW STAFF

Staff Welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, providing “breads and spreads” in the Staff Room, offering Flu- vaccinations on site and liaising with the senior leadership team on matters such as the school calendar to ensure workload is managed.

There is also a team of trained staff listeners, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to Westfield Health, providing staff with free information, support and advice, including telephone or face to face counselling.

Mentors and Buddies

All new staff will be ‘buddied’ with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

Early Career Teachers (ECTs)

You will have access to professional dedicated support throughout your first two years of teaching through the ECF. The school and our approving body (Warwickshire LA) have drawn up a detailed policy outlining your entitlement and have ensured that procedures exist at all levels to provide appropriate and effective support where and when needed.

ECTs will have an ECT Mentor to guide them through the programme of professional development through the two years and department buddies and subject specialists will provide subject support in their areas of specialism. Our Induction Tutor will also work closely with your Subject Mentor to ensure you are receiving the support you require.

They will discuss your training needs with you regularly with dedicated weekly support with regular drop- in/surgery slots for discussion and support with aspects of teaching and learning, for example marking and feedback. Additional peer support sessions in school will aim to provide additional guidance/support to complete your weekly training activities as part of the ECF as you progress through the ECT programme. You will receive regular feedback through observations of your classroom teaching and learning walks to facilitate development of your pedagogy and professional practices, both through department and mentor guidance. As part of the assessment process, required by the Warwickshire LA, a statutory online report to the Local Authority is managed by the work of the Induction Tutor at the end of each term.

Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for **all newly appointed colleagues** including regular monitoring, feedback and support.