



**PHOENIX**  
PRIMARY SCHOOL

# Headteacher's PA

**Candidate Application Pack**

A **Beyond** ACADEMY  
SCHOOLS TRUST

## Contents

## Page

Message from the Headteacher	3
About the School	4
Welcome from our Chief Executive Officer	5
About the Beyond Schools Trust	6
Job Description	7-9
Person Specification	10-11
Terms & Conditions	12
Benefits	13
The Recruitment Process	14-15
Living & working in Medway	16
Advert	17
Our location	18



## Message from Pete Sears, Headteacher

Thank you for your interest you have shown in the role of Headteacher's PA here at Phoenix Primary School.



“Primary school days should be the most magical, fun filled days of a young person’s life. A time to make friends, to sing, dance, laugh, run, jump, play, as well as, learn. I hope every child that attends our school will leave with these positive happy memories”

Our team at Phoenix work hard to ensure that each child enjoys their time at our school and leaves ready to start a new chapter in their lives. While attending our school each child will be encouraged to be independent, to persevere, be honest and caring, whilst feeling safe and valued. If a child works hard, they will be able to achieve their very best, becoming positive and successful learners who are ready to face the world equipped with skills they can use for the rest of their life.

I place a strong emphasis on building relationships with our children, parents and their families. At Phoenix there is a dedicated team whose job it is to support children and their families so that all children can attend school and receive an education. We operate an open-door policy and if there is anything we can do to be supportive you need just ask.

We are committed to providing an exciting education for all pupils. We aim for children to achieve the best and be the best they can. You will play a pivotal role for them and the School.

[Parent comments from recent IQM visit Sept 22](#)

[“Phoenix gets that not all children are the same...but they have realistic and high expectations for all children”](#)



## About Phoenix Primary School

The school is a multi-cultural environment located in a close-knit community in central Chatham, close to all road, bus and rail networks. Chatham is part of the Medway towns which is rich in cultural heritage such as the Historic Dockyard, Rochester and Upnor Castle and many Museums and two Theatres. There are many retail opportunities to explore such as the town centres, Dockside Outlet and Hempstead shopping centre. The towns also boast of many opportunities for recreational pursuits and has three public pools and Leisure centres and lots of natural parks and spaces to explore.

We joined the trust in 2012 as a Phoenix Junior Academy and opened in 2020 in the Beyond Trust as Phoenix Primary School. We currently have 350 children on role and we cater for a broad range of needs.



The school has a stable staff and the SLT is established over the last three years. We are the proud holders the Enhanced Values Based Education award, and in March this year we achieved the Character Education Plus kitemark. In September we were also awarded the prestigious Centre of Excellence Award.

“Phoenix Primary school has gone beyond solely teaching the children about good character, but allows character to be caught and so develop their individual character”  
Character Education Report June 22.

We are an inclusive caring school offering children a good education and capacity to develop in all areas of life such as the arts and sports. We offer wrap around care from breakfast club at 8.00am through to after school clubs running through to 4.45pm. Our pastoral support is excellent for the young people and their families and we offer support for external services to engage with those who need it.



Staff have opportunities to develop professionally and an encouraging performance management system is in place to create the environment for staff to achieve their own goals within supportive and kind surroundings.

If you want to join a team that is supportive, fun, human, takes chances, enjoys challenges then we just might be a good fit.

“We are very lucky to be led by such a supportive Headteacher” Member of Staff November 2022



# Welcome from our Chief Executive Officer

## Welcome to Beyond Schools Trust

We are an ambitious organisation of 5 schools, serving the educational needs of nearly 4,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the Southeast of England.

We employ around 600 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 70 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in this plan, we set out to develop a Trust that fully prepares children, so they have the skills, knowledge, values, and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organization, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and opportunities for students to achieve their full potential.

Andrew Minchin - CEO





# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.  
We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



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# Job Description – Personal Assistant

**Responsible to:** Headteacher

**Responsible for:** Providing effective and efficient administrative support for the smooth running of the school.

All members of the Office Staff are responsible for sharing information and for dedicating themselves to provide an efficient, confidential, co-operative and friendly service to all sections of the School, promoting our values at all times.

This requires the Office Staff to accept a commitment to combine their functions, often in ad hoc ways, to everyone's mutual advantage. Such sharing of roles will occur, typically, when the telephone is busy and when visitors or deliveries arrive. Role sharing and mutual help are required at very busy times, such as the beginning and end of term when, for example, reports and invoices are despatched to parents

## **Purpose of post:**

To undertake initial liaison with all stakeholders on behalf of the Head Teacher, process and classify the needs for the Head Teacher, manage the Head Teacher's diary and commitments and complete the administration for all tasks falling out of this process.

- Control of attendance / on - off role, working alongside SLT / Pastoral teams
- Arranging and attending attendance concern meetings
- In control of admissions working alongside SLT / Pastoral teams
- Control of Staff sickness administration
- Overseeing the Administrative Assistants
- Welcoming and escorting of visitors to their destination in collaboration with the administrative assistants
- Responding to emails within the designated turnaround time.
- To deal with staff, parents, pupils and visitors in person, phone, email and manage written correspondence as directed by the Head and to treat all matters with confidentiality and sensitivity
- Ensuring that telephone calls are dealt with in a timely and efficient manner.
- Responding to ad hoc requests from HT / DHT and assistance.
- Control of central record/DBS
- Update school calendar
- Maintaining efficient filing of HR and personnel information in hard or electronic copy.
- Attend meetings and training courses as required
- Support the school as a first aider
- Fire officer
- Updating GIAS Information
- Liaising with Supply Agencies
- Control of Petty Cash



- Prepare exclusion paperwork for the HT
- Prepare and organize staff recruitment administration
- Census returns
- Prepare disciplinary paperwork for the HT, treating all matters with confidentiality and sensitivity.
- Be aware of and comply with the School's policies and procedures, in particular those relating to child protection and the safeguarding of children, equal opportunities, health and safety, confidentiality and data protection and report any concerns to an appropriate person
- To manage and co-ordinate the Headteacher's diary and organise meetings, as appropriate.
- Review and revise the codes of practice and policies annually.
- To note and coordinate the Headteacher's follow-up actions at the end of key meetings and from correspondence.
- Maintain and devise office systems, including data management and filing.
- Screen phone calls, enquiries and requests, and handle them when appropriate.
- Meet and greet visitors at all levels of seniority.
- Organise and attend meetings and ensure the head is well prepared for meetings
- To draft memorandums, letters and reports for the Headteacher's approval.
- To manage Headteacher's correspondence.
- To take minutes of meetings for example leadership meetings and publish those minutes in a timely fashion.
- Provide administrative support to members of the senior leadership team as directed by the head.
- Work alongside the senior leadership team, supporting the strategic direction of the school.
- Support staff with their wellbeing
- Participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scale.
- Provide hospitality for meetings as required.
- Meet deadlines and manage workload effectively
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Act in compliance with data protection principles in respecting the privacy of personal information held by the school.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of school records and information

#### Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".





### Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

### Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

### ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

### Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of People. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.**



## Person Specification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a grade 4 (grade C) in English and maths</li> <li>• Valid First Aid Certificate or commitment to undertake</li> </ul>	<ul style="list-style-type: none"> <li>• Valid First Aid certificate or commitment to undertake training</li> <li>• Full UK Drivers License</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Carrying out administrative and secretarial tasks</li> <li>• Dealing with face-to-face and telephone interactions</li> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> <li>• Previous experience of working in a school environment</li> </ul>	
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent IT Skills, including word, excel, and presentation software</li> <li>• Good oral and written communications skills</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to produce meeting minutes and documents of a high quality</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Excellent attention to detail</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to build effective working relationships with colleagues</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> <li>• Have a working knowledge of SIMS and SCR</li> </ul>	



<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Commitment to a team approach; exchanging ideas and providing support to colleagues where needed</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces and promotes change well</li> <li>• Deals with difficult situations effectively</li> <li>• Patient, flexible and adaptable, meticulous and conscientious</li> <li>• Has a warm personality and able to stay calm under pressure</li> <li>• Demonstrates excellent interpersonal skills with children</li> <li>• Shows initiative and can work independently or as part of a team as required.</li> </ul>	
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## Summary of Terms & Conditions – Headteachers PA

<b>Start date:</b>	To start ASAP/January 2023
<b>Contract Type:</b>	Permanent
<b>Place of Work:</b>	Phoenix Primary School Glencoe Road, Chatham, Kent ME4 5QD
<b>Hours &amp; days of work:</b>	35 hours per week, Mon-Friday, term-time only plus three additional weeks. Monday-Friday 08:00-15:30 - includes a 30-minute unpaid lunch break.
<b>Salary:</b>	Trust salary scale, point 19-25 £27,852-£32,020 Full time salary. Pro- rata this equates to £23,823-£27,388 per annum
<b>Holiday:</b>	Entitlement of 26 days annual leave rising to 30 after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday holiday on a term time only contract
<b>Induction Period:</b>	This post has a 6-month induction period.
<b>Pension:</b>	Membership of the Local Government Pension for support staff
<b>Notice period:</b>	Two months to be worked during term-time (TTO employees).
<b>Car insurance:</b>	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



## Benefits

**Benenden Healthcare:** Non-contributory membership of Benenden Healthcare Scheme.

**Continuing Professional Development** A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

**Staff Wellbeing:** Whole Trust approach to well-being.

**Pension Scheme:** Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2022 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £14,400	5.5%
£14,401 to £22,500	5.8%
£22,501 to £36,500	6.5%
£36,501 to £46,200	6.8%
£46,201 to £64,600	8.5%
£64,601 to £91,500	9.9%
£91,501 to £107,700	10.5%
£107,701 to £161,500	11.4%
£161,501 and above	12.5%

**Family Friendly Policies** The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

**Cycle Scheme:** The Trust is a member of the Cycle to Work Scheme.

**Catering:** On site catering at affordable prices

**Employee Discounts schemes:** Details available upon joining





# The Recruitment Process

**Closing date:** Friday 2 December 2022

**Interview date:** w/c 5 December 2022

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the Trust's website - [Our Vacancies | Beyond Schools Trust](#) Completed application forms should be returned by the closing date to [psears@phoenixprimary.com](mailto:psears@phoenixprimary.com)

If you wish to discuss the role, please contact Leanne Mansfield via email at [lmansfield@phoenixprimary.com](mailto:lmansfield@phoenixprimary.com).

## The application form

Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

## Right to work in the UK

Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

## Safeguarding

Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found here [Policies & Procedures – Phoenix Primary School](#)

## CV

We do not wish to see your CV so please do not include it.

## Cover letter

A cover letter can be provided, though not essential. Do keep to a maximum of one page.



### Supporting Statement

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

### References:

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

### Additional skills:

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

### Equal opportunities monitoring:

This will be kept separate from your application and used only for monitoring purposes by the HR department

### Special arrangements:

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

### Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available on our [Our Vacancies | Beyond Schools Trust](#)

### Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

### Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

## Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.



## PA to Headteacher

<b>Salary:</b>	Trust salary scale, point 19-25 £27,852-£32,020 Full time salary. Pro- rata this equates to £23,823-£27,388 per annum
<b>Start date:</b>	ASAP/January 2023
<b>Location:</b>	Phoenix Primary School, Glencoe Road, Chatham, Kent, ME4 5DQ
<b>Closing date:</b>	2 December 2022
<b>Interview date:</b>	w/c 5 December 2022

The school entered an exciting time and became an all through primary in 2020. We are seeking someone who shares our vision and values and will fit into our friendly family at Phoenix.

The successful candidate should be energetic, enthusiastic, self-motivated, exceptionally well organised and a good team worker. This is a varied role where no two days are the same, it is essential therefore that the successful candidate must be able to work under pressure, be computer literate, have a high level of personal drive, energy, and resilience together with relevant experience and be able to deal with matters with confidentiality and sensitivity.

This year we have been awarded the Character Education Plus Award and more recently have become a Centre of Excellence for Inclusion (see website for full reports).

### We offer:

- A comprehensive induction programme.
- Private health care cover.
- A happy and caring community.

Any offer of appointment is subject to satisfactory Disclosure and Barring application.

Please visit [Our Vacancies | Beyond Schools Trust](#) for a full job description and application form. Completed application forms should be returned by the closing date to [psears@phoenixprimary.com](mailto:psears@phoenixprimary.com)

Visits to the school are strongly encouraged. For further information and to arrange a school visit, please contact **Leanne Mansfield** via email [lmansfield@phoenixprimary.com](mailto:lmansfield@phoenixprimary.com).

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications***

### Safeguarding commitment

The **Beyond School Trust** is committed to safeguarding and promoting the welfare of all staff and students. Any offer of appointment will be subject to satisfactory references, an enhanced DBS with children's barred list and online check will be required for all successful applicants

### Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



## Our Location

### Phoenix Primary School

Glencoe Road  
Chatham  
Kent  
ME4 5QD

**Tel: 01634 829009**

Email: [office@phoenixjuniors.co.uk](mailto:office@phoenixjuniors.co.uk)

[www.phoenixprimary.com](http://www.phoenixprimary.com)

What three words - <https://w3w.co/pinch.hurls.chef>

