



Yate Academy



YATE ACADEMY

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Yate Academy,
Sundridge Park
Yate
BS37 4DX

Telephone: 01454 333560

Email: info@yateacademy.co.uk

Dear Candidate



Thank you for your interest in the role of Headteacher's Personal Assistant at Yate Academy.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. At Yate Academy we firmly believe in disruption free learning and in fostering an environment where all children are able to learn and all teachers are able to teach. We believe our students deserve the highest expectations and high quality teaching is central to everything we do. As such all staff have dedicated intellectual preparation time as part of their allocated contact time. This deliberately facilitates the sharing of knowledge, best practice and planning.

We also understand the pressures on school staff and the lack of flexible working options in many schools compared to other industries. The academy is currently undergoing a trial year in which every member of staff is allocated one afternoon every two weeks (pro rata) as flexible working time. If you are a diligent professional with high standards who values exceptional student behaviour and a workplace which truly prioritises learning, we want to hear from you.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Yate Academy is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Kariann Pickford:

KPickford@[yateacademy.co.uk](mailto:KPickford@yateacademy.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Eddie Rakshi, Headteacher

ABOUT OUR SCHOOL

At Yate Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Yate Academy a better chance of success than if they attended any other school in the country.

Leadership, resilience & citizenship run through all aspects of school life.

Leadership

We set a high standard, we set the standards for others. We lead by example; we lead the way.

Resilience

We work hard. We never give up , we keep going and never give up.

Citizenship

We are kind, polite and honest. We make a positive impact on others. We make a positive contribution to our school community.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary will be calculated in line with NJC pay scale, Grade 8 points 20 to 24

£31,586 - £34,314 per annum FTE (Actual salary £16,526 - £18,107)

HOURS OF WORK

Part time hours 21.75hrs (This could be spread between 3 - 5 days)

Term Time Only plus Inset days

PLACE OF WORK

Yate Academy, Sundridge Park, Yate, BS37 4DX.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme.

Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Headteacher's PA
Responsible to:	Headteacher
Responsible for:	N/A

ROLE OVERVIEW

This is a fantastic opportunity for a highly efficient, organised and dependable individual to support the Headteacher in the day to day management of the Academy. They must have relevant experience in a similar role with a proven track record.

MAIN DUTIES AND RESPONSIBILITIES

- To provide secretarial and administrative support to the Headteacher.
- To manage diaries and organise meetings and appointments. Servicing these meetings as appropriate.
- Manage the School calendar and weekly communications with staff and parents regarding school events.
- Maintain confidential secretarial cover for the Headteacher, and Senior Leadership Team including servicing of SLT and other agreed meetings. Composing confidential reports, letters and memoranda.
- Responsible for the organisation of Open Evenings/Open Mornings/Review Days.
 - To actively participate in the development of educational and promotional initiatives, at the direction of the Headteacher.
- To Line Manage the Reception, to ensure a first-class service is provided from the front of house.
- Ensure the Headteacher responds to and addresses any complaints or concerns about the school.
- Produce the School Newsletter, organise the school prospectus and other marketing material and the distribution of these.
- Ensure social media is kept up to date and maintained with relevant content alongside the school IT Technician.
- Supporting central administration in relation to financial paperwork received by the School.
- Ordering supplies as and when required by the School.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Participation in the provision of hospitality on behalf of the Academy in general.
- Manage the communication between GLT Trust Schools.

SUPPORT STAFF COMMUNICATION

- To be the single contact for the Headteacher when issues arise with any of the support team in the school.
- Research and compile relevant information/advice in relation to proposed education initiatives.

- Act as a point of contact for matters relating to the Ofsted inspection arrangements. It is expected that the postholder would work additional hours during an Ofsted inspection which may mean weekend working as well.
- Liaise with the Clerk with regard to: planning of meetings; the production of agendas and reports; implementation of Governor Elections.

SYSTEMS INFORMATION LIAISON

- To be the main communication channel between the headteacher and the Shared Services
- To coordinate actions from all shared service line management including Catering, ICT, HR, Finance, Estates and Site
- Liaise with the Senior Leadership, Shared Services staff, parents and the wider community, dealing with immediate issues, as appropriate.
- To be keep abreast of any long-term projects for the school
- As a S&I Liaison, you will be part of a network with other colleagues in GLT schools who will potentially have similar roles to your own.
- You will be supported by the Systems & Integration Team and anyone new to the network can be assigned a buddy as well so you can ask for help and advice whenever it is required.

GENERIC

To participate in the school's professional learning programme as agreed.

To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

SAFEGUARDING

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
At least five GCSE's or equivalent which must include at least a C/4 grade in Maths and English.	x	
NVQ Level 3 Business and Administration or equivalent.	x	
Previous administrative /PA experience	x	
Experience of diary management and correspondence management.	x	
NVQ Level 4 Business and Administration or equivalent.		x
A First Aid certificate, or willingness to train as a first aider.		x
Familiarity with School systems such as Bromcom will be beneficial, but it is not essential.		x
Skills and experience		
Demonstrable ability to plan, prioritise and deliver to tight deadlines.	x	
Strong written communication skills necessary to draft letters, reports and other documentation.	x	
Demonstrable and consistent approach towards others in operating with confidence and integrity.	x	
Excellent organisational skills and experience of arranging / coordinating meetings and events.	x	
Personal attributes		
Ability to maintain confidentiality at all times.		
Able to establish good working relationships with a wide range of people.	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 8th June 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held week commencing 9th June 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on 1st September 2025.



GREENSHAW
LEARNING TRUST



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