

**Vacancy Information Pack**

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| **School Name:** | Hayle Academy |
| **Job Title:** | Local Governance Officer |

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| Letter from Chair of Board of Trustees | [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |
| Application Form | [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |
| Equality and Diversity Monitoring Form | [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |



**Hayle Academy**

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| **Job Title:** | Local Governance Officer |
| **Pay Point / Pay Range:** | From TPAT Point 9 |
| **Full Time Equivalent Annual Salary:** | £24,023 (if paid over 52 weeks) pro rata |
| **Actual Annual Salary for this Role:** | This post will be term time only (38 weeks) + 8 days.  £6,715.95 |
| **Contract Type:** | Permanent |
| **Hours Per Week / Weeks Per Year** | Hours – 12 hours per week  Working weeks – 39.6 working weeks  Paid weeks – 44.944, after 5 years 46.079 |
| **Closing Date:** | 12 midnight on Sunday 30th January 2022 |
| **Proposed Shortlisting Date:** | w/c 31st January 2022 |
| **Proposed Interview Date:** | w/c 7th February 2022 |

We are seeking to appoint a Local Governance Officer to manage the administrative requirements of our secondary Local Governing Body. This role will provide efficient, professional and confidential administrative support for the Local Governing Board. General duties will include responding to queries from parents and other stakeholders via email and organising and administrating meetings of the Board, Committees and Panels. The role will be for 12 hours per week, worked flexibly and to include work during the evenings (Governor Board and Committee meetings are routinely held outside of school hours).

The post holder will have excellent administrative skills, be computer literate, efficient and organised with a good telephone manner. Some previous experience in working within a school or with a Governing Body would be desirable however, training will be provided.

For an informal discussion about the role please contact the Executive Headteacher, Mrs Jan Woodhouse on [jwoodhouse@tpacademytrust.org](mailto:jwoodhouse@tpacademytrust.org) or the Chair of Governors, Mr Mark Arnold, on [marnold@tpacademytrust.org](mailto:marnold@tpacademytrust.org).

The TPAT Secondary Academies which this role serves (Cape Cornwall School, Hayle Academy and St Ives School) work in a collaborative partnership within the Truro and Penwith Academy Trust. The schools are supported by a shared Local Governing Body. Our vision is to create a responsive, vibrant learning community: a place of learning excellence for everyone.

This is an exciting time to join our Academies. Our staff are our most important resource and the successful candidate will have our full support in their contuing professional development.

Completed application forms should be emailed to: Miss A Daddow, Headteacher’s PA and Office Manager, [andrea.daddow@hayleacademy.net](mailto:andrea.daddow@hayleacademy.net)

TPAT is committed to the safeguarding of children and young people and expects all staff to share this commitment. All offers of employment are subject to satisfactory checks and references, including a DBS check.

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| To find out more about Hayle Academy, please visit: | [www.hayleacademy.net](http://www.hayleacademy.net) |
| To discuss this position please contact the Executive Headteacher of Chair of Governors:: | Mrs Jan Woodhouse, Executive Headteacher  Email: [jwoodhouse@tpacademytrust.org](mailto:jwoodhouse@tpacademytrust.org)  Mr Mark Arnold, Chair of Governors:  Email: [marnold@tpacademytrust.org](mailto:marnold@tpacademytrust.org) |
| Application packs can be downloaded from: | [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |
| Please email your completed application form and equality & diversity monitoring form by the closing date to: | [andrea.daddow@hayleacademy.net](mailto:andrea.daddow@hayleacademy.net) |

Please note that successful candidates will be informed via email.

*Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and pre-employment checks, including enhanced DBS clearance and full reference checks with previous employers.*

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| **School Information for Applicants** | |
| **School Address:** | 3 Highlanes, Hayle, Cornwall, TR27 4DN |
| **School Telephone Number:** | 01736 753009 |
| **School Email Address:** | [enquiries@hayleacademy.net](mailto:enquiries@hayleacademy.net) |
| **Name of Head of School:** | Mr Simon Horner |
| **Website Address:** | [www.hayleacademy.net](http://www.hayleacademy.net) |

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| **Welcome to Our School** |

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

Hayle Academy currently has 502 11-16 students on roll. In its most recent Ofsted (April 2015), the School was rated as Good. Our vision is to create a unique, outstanding, vibrant learning community; a place of learning excellence for everyone.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

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| **General Background** |
| Hayle Academy is located in a beautiful corner of West Cornwall. Easily accessed from the A30, the town of Hayle along with its famous three miles of golden sands boast great amenities, some of the most popular beaches in Cornwall, and affords a great quality of life. |

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| **Staff Organisation** |
| For more details about our curriculum, please see our website [www.hayleacademy.net](http://www.hayleacademy.net) |

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| **Safeguarding** |
| TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers and volunteers to share this commitment.  Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. |

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| **Application Information** |
| We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:   |  |  | | --- | --- | | Contact Name: | Miss Andrea Daddow | | Contact Email Address: | [andrea.daddow@hayleacademy.net](mailto:andrea.daddow@hayleacademy.net) | | Contact Telephone Number: | 01736 753009 |   **Please note that CVs will not be accepted.**  Application packs can be downloaded from [www.tpacademytrust.org/applicationpacks/](http://www.tpacademytrust.org/applicationpacks/).   |  |  | | --- | --- | | Closing Date: | Midnight Sunday 30th January 2022 |   Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.   |  |  | | --- | --- | | Interview Date(s): | W/c 7th February 2022 |   To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.  If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post. |

Last updated 10 2021