



Welcome to our Trust

PA & Comms Officer



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Welcome to Anglian Learning



Thank you for your interest in the position of PA & Comms Officer at Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and ten primary schools, the latest to join our community being Wimbish Primary Academy in September 2023. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Joanna Handsley, HR Officer, on HR@anglianlearning.org.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.



Jonathan Culpin,
CEO, Anglian Learning

Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds



About Anglian Learning

Founded in September 2016 of four community-facing secondary schools seeking to share knowledge and provide mutual support, Anglian Learning has grown over the past seven years to be one of the leading school trusts in the region.

Educating more than 8000 pupils and employing over 1000 staff across three counties and sixteen academies, the Trust's mission is to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for all of our learners, people and communities.

Alongside this, the Trust remains committed to its heritage which is rooted in local communities and several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under the banner of Anglian Leisure. Local, high quality and representative governance of schools is a key aspect of our leadership structure and we are recent winners of the NGA National Outstanding Governance Award as a reflection of this commitment.



In addition to our commitment to celebrating our community ethos, we believe strongly in empowerment: of pupils, our people and, crucially, our leaders. As recent research has reiterated, headteachers are incredibly influential in the success of schools and of their learners. The role of the Trust is therefore to provide the environment in which our leaders can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, finance, ICT, estates and operations. Therefore, our school leaders have the space and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.

Educating more than

8,000

pupils

Employing over

1,000

members of staff

3

counties

16

academies

About Bassingbourn Village College and the team



Bassingbourn Village College has just celebrated its 70th Birthday, being established as part of the Village College movement, opening in 1954. We are proud of this rich academic tradition but are now looking to become a high performing, happy and successful college, with a strategic plan to achieve this ambition by our 75th Birthday in 2029. To achieve this, we will need excellent, passionate leaders who believe in our potential to be a truly inclusive, community centred school that demands the best outcomes for all.

Bassingbourn Village College is an 11-16 mixed comprehensive school with a growing student body, currently 670. This enables us to know our students as individuals and foster our core values of respect, responsibility and residence. With a new Principal starting in September 2024, Bassingbourn is looking to build on its strong foundations and develop a rich and inspiring curriculum led by passionate and high quality staff.

Our close-knit Senior Leadership Team combines diverse professional expertise, hands-on experience, and a shared passion for education. We work collaboratively to set strategic goals, drive key initiatives, and foster a high-performance culture that inspires both students and colleagues within the school and across the Trust. Together, we are dedicated to shaping an environment of excellence and continuous growth.



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a myriad of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Joanna Handsley, HR Officer, via HR@anglianlearning.org.

Benefits

Other benefits and support available to all Trust employees include:



Career Average
Revalued Earnings
Pension Scheme
(CARE)



Cycle to Work Salary
Sacrifice Scheme



Free membership to all
Anglian Learning Sports
Centres



20% discount on
Anglian Learning Adult
Education Courses



Professional Development
Scheme Policy



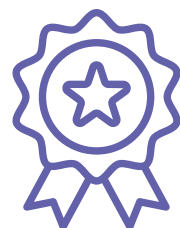
Employee Assistance
Programme



Specsavers VDU Vouchers



Boots Flu Vouchers



Perkbox – a benefit, reward and
recognition platform offering a
wide range of discounts on high
street and online shopping



Role Summary

CORE PURPOSE

To contribute to the smooth and effective running of the college by providing high quality PA and administrative support to the Principal. Act as a college ambassador and showcase all that the college has to offer to the local community by leading on external communications and marketing.

Job Description

PA & Comms Officer

Bassingbourn Village College



| | |
|--------------------------|---|
| SALARY: | NJC, Scale 5, Points 12 (£27,711 - 1.0 FTE) to Point 17 (£30,060 - 1.0 FTE) |
| HOURS: | Part -Time, 20 hours per week (0.42 FTE), Term-Time (38 weeks) plus 2 weeks. |
| PENSION: | LGPS |
| DISCLOSURE LEVEL: | Enhanced DBS plus Barred List Check |
| LOCATION: | The post holder will be based at Bassingbourn Village College but will be expected to work across the Trust and to travel between sites. |
| RESPONSIBLE TO: | Head of Department |

MAIN RESPONSIBILITIES

To provide an efficient, confidential secretarial service predominantly for the Principal including but not limited to:

- To provide a positive, professional and sensitive interface between the Principal and staff, students, parents, governors, contractors' representatives and external agencies.
- Manage the Principal's diary and arrange meetings with internal and external parties.
- Update and maintain the whole college calendar, meeting with relevant staff as required to understand calendar requirements and promptly flag potential conflicting priorities to the Principal.
- Assist the Principal and other members of the senior leadership team with administration tasks whilst managing sensitive and/or confidential information carefully.
- Appropriately handle parental and other external enquiries, serving as the primary liaising between these individuals and the Principal.
- To liaise with outside agencies, educational establishments and other organisations on behalf of the Principal and, as appropriate, the Leadership Team.
- Take accurate minutes at meetings as directed by the Principal.
- On an adhoc basis, including covering periods of absence, assist with the smooth and effective running of the Main Reception.
- Provide adhoc support to the Office Manager when required.
- As and when required, assist with managing the college's email inbox and telephone queries, ensuring the school meets its expected response times and messages are forwarded to the relevant person(s) as necessary.

Act as a college ambassador and play a pivotal role in ensure effective internal and external communication across the college by:

- Organising and attend staff briefings. Take notes of any actions arising from the briefings and on behalf of the Principal liaise with the relevant parties to ensure the actions are completed in a timely manner.
- Draft and disseminate staff bulletins and other internal communications to ensure staff are kept informed of college and Trust-wide updates.
- In conjunction with the Principal, develop an annual comms and marketing plan for the college, identify contributors to the plan and liaise with these individuals to ensure the plan is implemented in a timely manner.
- Produce the termly college newsletter, regular communications to parents and other external communications as required.
- Monitor and update the college website and social media accounts to ensure the information is accurate, relevant, engaging and showcases both the college and wider Trust.
- Periodically carry out research of other means for effectively promoting the college and develop materials as appropriate

OTHER DUTIES AND RESPONSIBILITIES

- Participate on the college's First Aid rota to provide timely and effective first aid across the college.
- Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.
- Liaising with colleagues in similar roles across Anglian Learning academies to develop and share effective practice.
- To maintain a safe, respectful and healthy environment for parents, visitors, and employees.
- To maintain own professional development and to participate and actively take part in the appraisal process of the Trust.
- Provide administrative and office management support to the wider Trust as and when required. This may involve travel to other Trust sites.
- Any other duty as requested by the college Senior Leadership Team which is commensurate with the post and appropriate to the seniority and professional experience of the post holder.

Qualifications and Training

Essential

- GCSE Maths and English (or equivalent qualification or experience)

Desirable

- First Aid trained

Experience

Essential

- Previous office and administration experience
- Acting as the first point of contact for queries via different communication methods and signposting individuals to the appropriate sources.
- Developing, managing, and operating administrative processes and operating computer based systems.

Desirable

- Previous PA and diary management experience.
- Analysing and evaluating data.
- Experience of working within the education sector.

Skills and Knowledge

Essential:

- A high level of organisation skills to achieve deadlines and effectively manage their workload.
- Excellent communication skills enabling effective liaison with a wide range of stakeholders, including staff, pupils, parents, governors, the local community and external organisations.
- Ability to work independently and collaboratively as part of a team.
- Good attention to detail and ability to consistently produce work of a good quality.
- Demonstrate a good understanding of confidentiality and data protection.
- Competent in the use of IT packages and systems e.g. MS Office.
- Willing to undertake further training as required and take a proactive approach to continued professional development.

Desirable:

- Evidence of conducting basic research and collating information.
- Competent in Management Information Systems e.g. SIMS.

Personal Attributes

Essential:

- A commitment to safeguarding and promoting the welfare of children and young people.
- An interest in working in the education sector and contributing to the Trust's mission of providing an inclusive high-quality education and equal opportunities to all learners.
- Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.
- The ability to be flexible, to adapt based on the information available to you and be solution focused.
- The ability to remain calm and adapt based on the circumstances presented to you.
- The ability to lead, motivate and get the best out of others.

How to apply

Dates

CLOSING DATE: Midnight, 10th September 2025

INTERVIEW DATES: TBC

START DATE: ASAP

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact Joanna Handsley, HR Officer, via HR@anglianlearning.org.

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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