



Marsden Heights Community College

The best in everyone™

Part of United Learning

Welcome to Marsden Community College



Marsden Heights Community College joined United Learning in November 2020. In 2023, following rapid improvements, Ofsted inspected the school and rated it **Good** in all areas.

At Marsden Heights we believe that children deserve the very best of all that has been “thought and said” in every subject area by the careful selection of our core knowledge. We desire to support our pupils to grow into confident, creative and resilient adults who have a lifelong love of learning. We seek to ensure that our pupils are effective communicators, active participants and independent learners who can take their next steps into an increasingly uncertain world with secure knowledge from the range of subjects we offer.

All pupils should be:

- ambitious– to achieve the best
- confident – to have the courage of their convictions and to take risks in the right cause
- creative – to imagine possibilities and make them real
- respectful –in all that they do
- enthusiastic – to seek opportunity, find what is good and pursue their talents and interests
- determined – to overcome obstacles and reach success

In order to support our pupils in their academic and personal development, we believe it is essential they experience a wide range of opportunities. Our commitment to ‘Education with character’ provides wider opportunities for our pupils to access a well-rounded curriculum that extends learning beyond the classroom.

The college’s focus on learning is the driving force behind everything that we do and students are offered a diverse and challenging curriculum both inside and outside the classroom. We have high expectations and we make no apologies for being very demanding of our students and our staff, as only the best will do for our children.

Honesty, respect and trust are important to us, as is being prepared to learn and take on new challenges. We know that no one is the ‘finished article’ and we strive to do our best for our students every day. We are a welcoming school and if you join us, you will experience our ‘no blame’ culture, where everyone works together for the good of the students. It is essential that you have a restless determination and belief that all students can and will perform to the highest level.

As a United Learning academy whose motto is 'The Best in Everyone' you will be someone who wants the very best for all young people, irrespective of their background. We are earnest in our commitment to safeguarding our young people.

I hope you find the information you need in the accompanying pack and am sure you will find other useful information from visiting our website. You are also warmly invited to contact us by phone or visit Marsden Heights Community College 'in action' and meet our fabulous pupils and staff. Please visit our website: www.marsdenheights.co.uk

I look forward very much to welcoming you to our school.

With kind regards



James Delve
Principal

Our Ethos and Values

Our Ethos

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Our Values

Hard Work

We believe that throughout our lives we need to have the right work ethic. We work to the very best of our ability in everything that we do. We do believe that we do not give up, but that we think round the problems we face. We are resilient and we persevere so that with help, support and teamwork, we can find the solutions. We know that the work we put in now will help us climb our own personal mountains to ensure that we can be successful at university and in life.

Trust

We all need to place our trust in others. We recognise that this can sometimes make us vulnerable. With trust comes great responsibility and we trust both staff and pupils to behave with integrity and to treat each other with kindness and with respect. We expect that same level of behaviour both inside and outside of Marsden Height Community College, as we are rightly very proud of our college.

Fairness

We believe that everyone deserves opportunities to be the best that they can be. We realise that we are individuals and that we do not all start at the same point in life. We do not believe that a pupil needs to fit *in* with Marsden Heights Community College – we feel that they need to fit *with* Marsden Heights Community College. We value our differences, and we accept that we are all valued and valuable.

Hard work

Trust

Fairness

PA to Principal/Whole School Administrator

Salary: £24,000 - £29,000 dependent on experience plus benefits including: Local Government Pension Scheme, Health Care Cash Plan, Generous Staff Discount scheme, 3 extra inset days for planning, at least one personal leave day per year.

Marsden Heights is a dynamic and forward-thinking school dedicated to providing a nurturing and high-quality education to our students. We are seeking a highly organised, motivated, and proactive individual to join our team as a **PA to Principal and Whole School Administrator**.

The successful candidate must have:

- Proven experience in a PA or administrative role, ideally within an educational setting.
- Exceptional organisational skills with the ability to manage multiple tasks and priorities.
- Excellent written and verbal communication skills.
- Proficiency in using office software (e.g., Microsoft Office Suite).
- Strong attention to detail and the ability to maintain confidentiality.
- A proactive, positive, and flexible approach to work.
- Ability to work independently and as part of a team.
- Previous experience in a school setting or education-related environment is desirable.

Rewards and Benefits:

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**.

More pay...	more time...	and more support
<ul style="list-style-type: none">• We pay an average of 5% above national scales – the best rates of pay in the sector.• Cash towards medical treatment.• Generous staff discount scheme.	<ul style="list-style-type: none">• Three extra INSET days for planning.• At least one personal day a year.	<ul style="list-style-type: none">• Great training for your career.• Exceptional curriculum resources.• Expert subject advice.• Support for your wellbeing.

Closing Date: 7th February 2025

United Learning

Marsden Heights Community College is part of United Learning, a large, and growing, group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our Group-wide intranet, our own curriculum, and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

JOB DESCRIPTION
PERSONAL ASSISTANT TO PRINCIPAL/WHOLE SCHOOL ADMINISTRATOR

Hours of work:	37.5 hours per week	Contracted weeks:	Full time, full year
Supporting work/life balance:	5 Inset days per year, plus an additional 3 planning days, at least one personal day per year		
Reporting to:	Principal	Direct Reports:	None
Salary:	£24,000-£29,000 dependent on experience	Employer Pension contribution:	Local Government Pension Scheme

Post:

This exciting and varied role offers an exceptional opportunity to support the Principal in the smooth operation of the school while also managing the day-to-day administration tasks across the whole school. The successful candidate will be integral in ensuring effective communication and operational efficiency, as well as assisting in strategic planning and school events.

Key Responsibilities:

- Provide clerical support to the Principal and school, including word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.
- To provide personal assistant support by dealing with all correspondence and calls, drafting routine letters to a high standard, minute meetings, taking messages and other administrative tasks as required.
- To proactively manage and coordinate the diary of the Principal by prioritising and arranging internal and external meetings, ensuring appropriate documentation are prepared and provided on request.
- Deal with enquiries from members of the public, outside organisations such as parents, students, members of staff, governors.
- Receive and distribute incoming mail, including e-mail, reviewing and evaluating to identify items requiring priority attention
- Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns).
- Complete the administration of trips, events and forest school.
- Organise, administer, and support pupil-centred events, to include Induction Days, Open Evening, Parents' Evenings, Enrolment and Progression - liaising with relevant parties as required.
- Train to become a first aider
- To advise and assist staff and pupils with Pupil Services related queries
- Ensure the safeguarding of pupil's well-being, in accordance with statutory provisions
- Work flexibly to cover events and staff absence when required
- Data input to Arbor, use of MS Word, Excel, PowerPoint.
- Participate in training as required to efficiently undertake duties or as part of development.
- Any other duties required, commensurate with the responsibility and level of this post.



General Duties and Responsibilities:

- This job description must be read in conjunction with the overall requirements of responsibilities identified within relevant conditions of service.
- Whilst every effort has been made to identify the main duties and responsibilities, each individual task may not be specifically identified.
- Colleagues will be expected to comply with reasonable requests from their line manager/senior staff to undertake work of a similar level that is not specified within this job description and to observe all Academy policy statements.
- Colleagues are expected to be courteous to other colleagues and provide a welcoming environment to visitors and telephone callers.
- At all times working in line with Academy policy and procedures.
- To attend staff training events as appropriate.
- To take care of own and others health and safety.
- To be aware of the confidential nature of issues relating to home/academy/parent/carer.
- The Academy will endeavour to make reasonable adjustments to the job and working environment to enable access to employment for disabled applicants or continued employment for any employee who develops a disabling condition.
- To support with break & lunch duties.

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This job description is current at the date shown but following consultation may be changed by the Head teacher to reflect or anticipate the changing demands of the post commensurate with the grade and job title.

PERSON SPECIFICATION

Job Title: PERSONAL ASSISTANT TO PRINCIPAL/WHOLE SCHOOL ADMINISTRATOR

Qualifications	Requirement	Evidenced
GCSE English and Maths (grade C/4 or higher)	Essential	Application
Educated to degree standard	Desirable	Application
Skills and Knowledge		
Ability to set and prioritise goals	Essential	Application/interview
High standard of literacy and attention to detail	Essential	Application/interview
A proactive and flexible approach to work	Essential	Application/interview
Excellent communication skills	Essential	Interview
Strong skills using MS Office and presentation packages	Essential	Interview
An understanding of data protection and GDPR compliance in relation to processing personal information	Essential	Application/Interview
Experience		
Experience of working in an office or school environment	Desirable	Application/interview
Experience of working as Personal Assistant	Desirable	Application/interview
Strong administrative skills	Essential	Application/Interview
Experience of working with children and safeguarding	Desirable	
Personal Characteristics		
Approachable, with excellent interpersonal skills and the ability to build good relationships with colleagues and the wider school community	Essential	Application/interview
Discretion and sensitivity, including respect for confidentiality	Essential	Application/interview
A commitment to own continuous professional development and learning.	Essential	Application/interview
Demonstrates a commitment to treating others fairly, consistently and with respect, championing our inclusive culture.	Essential	Application/interview
Passionate about making a difference to young people and our communities.	Essential	Application/interview
Other		
Committed to the safeguarding of young people.	Essential	Application/interview
Willingness to participate in training, particularly First Aid and Team-Teach.	Essential	Application/Interview

Marsden Heights Community College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The academy is committed to safeguarding and promoting the welfare of children and young people and it expects all staff and volunteers to share this commitment.