



## Salmons Brook School

*Improving the quality of children's lives by developing their potential*



## PA to Senior Leadership Team

### SO1

## Permanent/ Full Time

Start: January 2025

**Headteacher:** Andrew Lloyd

**Telephone:** 020 3089 5900

**Email:** [office@salmonsbrook.edact.org.uk](mailto:office@salmonsbrook.edact.org.uk)

**Website:** [www.edact.org.uk](http://www.edact.org.uk)

**Salmons Brook School:** Bell Lane, Enfield EN3 5PA

# About EdAct



<https://www.edact.org.uk/>

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and Salmons Brook School (SEMH) and the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

**E**xcellence in all we do

**D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice

**A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

**C**reative in our approach to achieving the best for the children

**T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us, you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

**Dr Susan Tranter**  
**Chief Executive**



# About Salmons Brook School



<https://www.edact.org.uk/>

Salmons Brook School is a mixed special school, which caters for young people with social, emotional and mental health (SEMH) needs.

Our students' primary need will be SEMH and some may have co-occurring needs in one or more of the following areas: communication and interaction; cognition and learning; sensory and/or physical needs.

Our vision and core purpose is **improving the quality of children's lives by developing their potential.**

We are focused on developing positive character traits within our students and approach this through a shared commitment to our 'CREATE' values.

## **Our aim is that all students at Salmons Brook:**

- Engage and grow together as part of an inclusive Community, rooted in fairness.
- Develop secure and lasting Relationships, fostered by kindness.
- Share experiences that provide Enrichment, enhanced by teamwork.
- Foster ambitious Aspirations, through a commitment to learning.
- Build a culture of Trust, by displaying honesty in their actions.
- Achieve their potential, supported by a personalised Education and a curiosity for learning

## **We will achieve these aims by:**

- Delivering an innovative, ambitious and highly specialised curriculum, which includes exposure to enrichment activities that develop personal growth.
- Creating a therapeutic, student-centered learning experience, which focuses on the specific needs of the student, develops self-esteem and helps build secure and lasting relationships.
- Fostering community cohesion to challenge inequality and embrace diversity.

Salmons Brook School opened in September 2022 for 40 students Year 7—10. The building was designed and built to meet the needs of the students attending the school.

**Andrew Lloyd**  
**Headteacher**

# Job Description: PA to Senior Leadership Team

<b>Post Title:</b>	<b>PA to Senior Leadership Team</b>
<b>Grade:</b>	<b>SO1: £34,630 - £35,554</b> <b>Negotiable commensurate with qualifications, skills and experience</b>
<b>Hours:</b>	<b>36 hours per week 42 weeks per annum</b>
<b>Responsible to:</b>	<b>Headteacher, ultimately the CEO</b>
<b>Direct Reports:</b>	<b>Operations Officer, Administration Officer, Welfare Officer</b>

## **Purpose of the Role:**

To provide full secretarial and administrative support to the Senior Leadership team. To organise and supervise administrative systems within and beyond the school. To contribute to the planning, development and monitoring of support services and management of associate staff, including coordination and delegation of relevant activities. To provide a direct, comprehensive, efficient and effective Personal Assistant to the Headteacher. To have strategic oversight of the school administration team, including line management of: Operations officer, Administration officer and Welfare officer; reviewing staff performance and carrying out appraisals.

## **General Duties and Responsibilities:**

- Train and develop administrative staff as appropriate to ensure the needs of the school are met.
- Implement school-wide changes and allocate resources in line with the school development plan, putting policies and procedures in place and communicating them to staff.
- To have whole school oversight of all risk assessments (premises, activities/visits, students and staff), working with the senior leadership team to write, track, implement and review them.
- To have whole School oversight of the tracking and reviewing of school policies and notify the senior leadership team of review schedules.
- Manage the collation and processing of staff absences; including the administration of Leave of absence requests, return to work process and absences reviews with the Headteacher.
- To provide administrative and secretarial support for the senior Leadership team in an efficient and effective manner, maintaining confidentiality at all times.
- As a member of the Associate Staff Team, the post holder is responsible for creating solutions to local procedures associated with both the teaching staff and wider workforce. This requires the implementation of specialist knowledge about school systems, administration systems and liaison where appropriate with external agencies including the Local Authority.

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## Job Description: PA to Senior Leadership Team

- To act as the first point of contact for issues over salary for staff. This involves receiving requests for clarification and liaising with the personnel/payroll service provider to address and resolve the issue.
- To administer personnel procedures so that contractual paperwork and letters are sent to new staff, existing staff and staff leavers, and filed
- To administer personnel procedures such as maternity leave, paternity leave and ensuring that the documents are filed.
- To liaise with the IT team to administer login requests for new staff
- To maintain electronic records and contractual information for all teaching and associate staff on Arbor and the Single Central Record.
- To administer the process of ECTs (arranging induction, adding to ECT Manager portal, producing absence data
- To prepare, distribute, collate and record completion of both annual and mid-cycle review appraisal documentation for teaching and associate staff.
- To provide administrative support for the Senior Leadership team in maintaining and updating the content of the school's website; maintain the Associate Staff structure document for the website.
- To provide administrative support for the Senior Leadership team in maintaining and updating the content of the Staff Handbook; update the sections relating to staffing.
- To provide administrative support in the yearly term dates consultation process and publishing of term dates to staff and parents.
- To deal promptly and efficiently with the Headteacher's post. To open, date stamp, prioritise, filter and log all post, ensuring that all correspondence is answered and copied/directed as appropriate to the responsible member of staff. To bring to the Headteacher's attention any urgent/confidential post.
- To draft letters, memos on behalf of the Senior Leadership team and to send holding letters when necessary.
- To type letters, memos, reports, meeting minutes and input data for the Senior Leadership team as necessary.
- To research information for the Senior Leadership team as requested.

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## Job Description: PA to Senior Leadership Team

- To answer and screen all telephone calls to the Senior Leadership team, dealing with all callers in a professional manner. Taking accurate messages, ensuring the Senior Leadership team receives messages as soon as possible.
- To ensure that the Headteacher's attention is drawn to potentially high priority issues.
- To maintain the Headteacher's diary, keeping it up to date on a daily basis, to make appointments, arrange meetings, identify possible clashes and rearrange meetings when necessary, informing the Headteacher and relevant staff of any changes. This involves making travel arrangements, preparing meetings files, briefing notes etc.
- To liaise with school staff, governors, outside organisations/agencies, students, and parents on behalf of the Senior Leadership team.
- To efficiently service meetings for the senior leadership team. This will involve effectively preparing/collating agendas and distributing for the Senior Leadership team prior to the meeting, collating and printing papers to take to meetings, ensuring the team is well briefed and prepared for the meetings, to type and distribute minutes of meetings as quickly as possible and other tasks as required by the Senior Leadership team.
- To efficiently service Local Governing Body meetings. This will involve communicating with the appointed Clerk to the LGB, printing and collating papers to take to meetings, ensuring the Headteacher is well briefed and prepared for the meetings, administer resources and refreshments, and other tasks as required by the Headteacher.
- To provide administrative support for the school governors as required.
- To coordinate staff disciplinary meetings and ensure safe receipt of paperwork by all relevant parties, all of which is to be done in line with Trust policies.
- Recording and minuting disciplinary meetings chaired by the Headteacher.
- To maintain the Senior Leadership team's filing system, ensuring all filing is kept up to date promptly and accurately, archiving/creating new files where necessary.
- To support the Headteacher in reviewing existing information and filing systems both manual and computerised, ensuring that such systems are updated and maintained as appropriate, and to be able to develop the use of software and online products to make full use of their potential.
- To work alongside the IT Team to provide computer management information as required by the Senior Leadership team.
- To input all school events on to the central electronic school calendar and update through the year.

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# Job Description: PA to Senior Leadership Team

## Safeguarding

- Support the Headteacher and Safeguarding team with their responsibility for safeguarding and promoting the welfare of students including adhering to all safeguarding policies and procedures.
- Manage the Single Central Record (SCR) for the designated school.
- Support the Senior Leadership team with the administration of Physical intervention, ensuring that timely records are kept of Physical intervention, letters are created and sent to families, parents and external professionals.
- Support the Senior Leadership team with the administration of Suspensions or behavioural concerns. This includes creation and organisation of all written communication with families, governors, local authority and external professionals.

## Additional Duties

- Produce confidential reports and information as required.
- Understand the implications of government policies and educational trends and developments.
- Be familiar and comply with all relevant health and safety, operational, personnel, child protection, data protection and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- A commitment to their own continuous professional development.
- Operate as directed within any setting across and beyond the Trust, mindful of the post-holder's work-life balance.
- Undertake such other duties and responsibilities as may be reasonably requested.

EdAct is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.

# Person Specification: PA to Senior Leadership Team

## PA to Senior Leadership Team – Person Specification:

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

- GCSE Grade C minimum (or equivalent) in Maths and English.
- The ability to prioritise workload effectively and efficiently, completing high volumes of workload as and when demands require is essential. Availability out of hours is required e.g. Ofsted preparation and the attendance at formal school events.
- Show resourcefulness in dealing with competing deadlines and priorities in a busy school environment.
- Show a highly organised and calm professional attitude at all times showing a proactive not reactive attitude to the role.
- Complement high quality work using both MS Office in a timely and precise manner. Bring extensive secretarial and telephone skills to the role through previous PA experience.
- Show effective diary management to ensure there are no conflicting appointments building in appropriate meeting time and travel arrangements.
- Communicate effectively and professionally when engaging in all aspects of school life including to our parents/stakeholders/staff/students/Governors/police/press and Local Authority.
- Establish and maintain outstanding professional relationships, ensure effective communication across the schools in EdAct, LAs and other stakeholders
- At all times champion the values of the Trust and be an ambassador and advocate of its mission.
- Carry out any other duties as reasonably required to contribute to the smooth running of the Trust.



# How to apply



You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



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Headteacher: Andrew Lloyd

