

PA to the Headteacher & SLT
Permanent – Term Time plus 5 days
37 hours per week
Scale point 11 - £21,748 (Pro rata)
Information for Candidates



Headteacher Mark Brown

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THE CONSORTIUM
ACADEMY TRUST

January 2022

Dear Applicant

Thank you for your interest in our vacancy for a PA to the Headteacher and Senior Leadership Team.

At Winifred Holtby Academy we work hard to bring out the best in everyone by providing a learning culture that enables every student to achieve well, be successful and be ready to take on the next stage in their life. We have high aspirations for every student at the academy and we are determined that no child should be left behind. The academy provides a safe and welcoming environment that supports and encourages an ethos of **aspiration, achievement and respect**.

We have a wide variety of state-of-the-art facilities which enable our students to achieve their potential. Each area is designed with our students in mind and the majority of our facilities represent what our students will access in the outside world in a working environment. These facilities allow our students the greatest start in their chosen career paths. We are very proud of the work we do but we are not complacent and we are constantly striving to be better. By working together, we will achieve our aims, provide the best education for every student and prepare them well for life beyond the academy.

We have an exciting opportunity for an energetic and committed individual to join our team.

- The principal aim of the role is to provide a high standard of administrative support to the Headteacher and the Senior Leadership team
- To uphold and promote the academy's core values and promote the strategic vision in all aspects of work, relevant to the postholder
- The ability to turn your hand to a variety of tasks, as well as working to tight deadlines and under pressure is essential

We need someone who is passionate about making a difference and will promote our core ethos of Aspiration, Achievement and Respect. Our pupils and staff are fantastic. If you have the qualities to be part of our team that will take Winifred Holtby Academy on the next stage of its journey, please get in touch.

You will find information about the academy, the role and the application process in this pack. Please visit our website www.winifredholtbyacademy.co.uk for further information about Winifred Holtby Academy.

Yours faithfully



Mark Brown
Headteacher

Our Vision

The academy provides a safe and welcoming environment that supports and encourages an ethos of aspiration, achievement, respect.

We will be the academy of choice for students, parents, carers and staff through academic excellence. All students will make positive progress, which will enable freedom of choice for their progression beyond the academy. By working in partnership with parents, carers and the wider community, we will ensure that students leave Winifred Holtby Academy as independent and resilient individuals.

We are determined to deliver continuous improvement by achieving excellence in all that we do. Our students will be proud of their outcomes, safe and confident in the knowledge that they are equipped with the skills required for life, future learning and employment.

We will embrace diversity through mutual respect for each other and an understanding of our differences. Students are expected to make an active, positive contribution to academy life and beyond. Winifred Holtby Academy's positive reputation will ensure that we are a valued member of the community we serve.

'Achieving excellence in all that we do'

Our Core Values

The academy ethos is built upon the core values of:

Aspiration

We aim to foster a culture of ambition amongst ourselves and a desire to achieve great things.

Achievement

We recognise and value effort and determination and celebrate the success that this brings.

Respect

We aim to be considerate and thoughtful towards each other and treat each other with the respect that we expect for ourselves.

General Academy Information

Our History and Context

In 1969 Bransholme High opened its doors for the first time to the children of the newly formed Bransholme estate. In 1988 during a reorganisation of Hull schools it was renamed after the author Winifred Holtby and retained the name when the school moved to new premises on the same site in September 2011. In May 2013 the school converted to Academy status but retained the name Winifred Holtby. In September 2019, Winifred Holtby Academy became a member of The Consortium Academy Trust, setting out on the next exciting stage of our journey, working collaboratively with our partners within the Trust.

Winifred Holtby Academy is a large academy with over 1300 students on roll. We have a positive and engaged student body and a caring, dedicated and talented staff. The school is set in the city of Hull. The catchment area predominantly covers North Bransholme and the surrounding areas.

In September 2011 we moved into our new building. We have a wide variety of state-of-the-art facilities which enable our students to achieve their potential. Each area is designed with our students in mind and many of our facilities represent what our students will access in the outside world in a working environment. These facilities allow our students the greatest start in their chosen further education and career paths. Our facilities include:

- State of the art classrooms and learning spaces
- A Learning Resource Centre
- Specialist Food, D & T and Motor Vehicle Technology suites
- A fully equipped suite of Performing Arts rooms, including a Recording Studio and a Community Theatre
- Air-conditioned ICT suites
- State of the art sports facilities, including a swimming pool, hydrotherapy pool, sports hall, fitness suite, all-weather pitches, rugby pitches / football pitches, outdoor MUGA area, tennis courts, athletic / cricket facilities. All of these facilities are available for staff use outside of the timetabled academy day.

In our most recent Ofsted inspection in July 2019, inspectors praised the strong leadership and management of the academy, recognising our improvements and the considerable moral purpose behind our leadership decisions. They also recognised the benefits that student's gain from our broad and ambitious curriculum and the positive attitudes and behaviour of our students in lessons and around the academy. We are confident that our continued focus, drive and determination will result in us becoming a 'good' school when we are next inspected. This is certainly an exciting time to join our team.

The school is a disciplined and well-organised environment. We have high standards of school dress and have clear expectations on punctuality, attendance and behaviour. Our students are positive and respond well in all aspects of school life. We have strong and consistent systems in place to ensure that teachers can teach and students can learn, free from disruption.

Staff at Winifred Holtby are known for their caring approach with all students and we are committed to providing strong and effective pastoral support – we know our students well and treat them as individuals, not numbers. Our established House system creates a sense of belonging, friendly rivalry and healthy competition amongst students and staff. Each Year Group has a dedicated team of pastoral Year Leaders in addition to an Academic Progress Director.

Our staff provide a wide variety of extra-curricular activities beyond the school day, including academic, sport, performance and other community-based activities.

The academy has a strong community ethos, developing close relationships with the world of business and establishing strong links both locally and nationally.

Winifred Holtby Academy is a popular choice for secondary education in the local community. Our annual intake of 270 students is taken mainly from our neighbouring primary schools, with whom we have excellent and close relationships. Each year we are heavily over-subscribed due to the strong reputation we have developed within our community.

We are committed to high quality induction and continuous professional development and learning for all of our staff.

The Consortium Academy Trust

On 1 September 2019, Winifred Holtby joined The Consortium Academy Trust. The Consortium Academy Trust (TCAT) was formed in September 2017 by the coming together of Cottingham Academy Trust, The Hessle Academy Community Trust and Wolfreton School and Sixth Form College.

The Trust has grown rapidly from the three founding schools and TCAT currently comprises of six secondary schools and three primary schools, as well an associate member, with a total of approximately 7700 learners and a significant staff team. Our academies include Croxby Primary, Cottingham High School and Sixth Form College, Hessle High School and Sixth Form College, Holderness Academy and Sixth Form College, Howden School, Keyingham Primary, Penshurst Primary, Winifred Holtby Academy and Wolfreton School and Sixth Form College.

Our vision is to be:

A Trust that promotes academic excellence, where exciting opportunities allow students to excel in all that they do, and leave prepared to achieve all their ambitions.

A Trust whose schools deliver the maximum potential for progress through inspirational teaching and learning, and outstanding school to school support.

A Trust with a leading community role, whose schools are the preferred choice for students, parents and staff.

Our core values underpin everything we do.

Aspiration. We are ambitious and we aim high for ourselves and for others. We believe that we can make a real difference.

Respect. We respect ourselves and we respect each other. We respect our diverse environment and the community.

Integrity. We are honest with each other and ourselves. We do the right thing for the right reasons.

Responsibility. We take responsibility for everything we do. We see mistakes as an opportunity to improve and get things right next time. We do this in an environment where we can take appropriate risk in the pursuit of success.



Job Description

Job Title: PA to the Headteacher and SLT

Pay Scale: SCP 11

Work Pattern: Monday - Friday

Reporting to: Mrs Roundill (Operations Manager)

Main Purpose of the Job

To uphold and promote the academy's core values and promote the strategic vision in all aspects of work, relevant to the postholder.

To ensure that the Headteacher and Deputy Headteachers are fully supported in all aspects of their work, including confidential matters.

To provide comprehensive secretarial and administrative support for the Headteacher and the Deputy Headteachers.

Main Tasks

PRINCIPAL ACCOUNTABILITIES:	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
1.	To promote and safeguard the welfare of students.
2.	To ensure that the Headteacher and Deputy Headteachers are fully supported in all aspects of their work, including confidential matters.
3.	To provide comprehensive secretarial and administrative support for the Headteacher and the Deputy Headteachers, including drafting and producing letters, memoranda, reports, including the termly Headteacher's Report to the Local Governing Board, and statistical information for a range of audiences.
4.	To make valued judgements in the first instance on who is the best person to respond to parental requests, concerns and complaints and to follow up telephone calls and correspondence as necessary, including dealing with problems, investigating and responding to queries and complaints.
5.	To provide all administrative support in terms of student suspensions and exclusions, producing data reports to show patterns and trends throughout the year.
6.	To maintain the Headteacher's and Deputy Headteacher's Diaries, including arranging meeting and co-ordinating hospitality with differing levels of formality. To ensure that the Headteacher and Deputy Headteachers are aware of all appointments and provided with relevant documentation. To make arrangements for travel, hospitality and hotel bookings.

7.	To maintain an overview of forthcoming commitments in the diaries, ensuring the Headteacher and Deputy Headteachers are aware of potential diary clashes and ensuring that adequate Senior Leadership and Safeguarding cover are in place at all times.
8.	To facilitate effective Senior Leadership Team meetings, and any external meetings chaired by the Headteacher, by preparing agendas and reports; to provide administrative support in relation to meetings, including follow up action as required.
9.	To liaise regularly and directly with Trust colleagues to maintain an up-to-date record of Trust and Academy Policies and procedures and a planned cycle of review, approval and publication on the academy website. To monitor the academy website regularly to ensure all policies and procedures are current and up-to-date.
10.	To deputise for the Operations Manager, on an administrative level, during periods of annual leave or absence.
11.	To coordinate the use of the school academy minibus, including all associated checks and documentation, e.g. servicing, repairs, insurance etc. and to coordinate cleaning and day-to-day good upkeep of the vehicle.
12.	To provide ad-hoc support for the Curriculum Support Team when an urgent need arises.
13.	To attend academy events and coordinate the gathering of student and parent views and feedback and present this information in a suitable report to SLT and the Local Governing Board
14.	To help create a good impression by ensuring that the academy correspondence/documentation is consistently and professionally presented, in accordance with agreed guidelines
15.	To attend and participate in relevant meetings and to participate in training and performance management as required.
16.	To ensure a positive attitude to learning amongst students around the school including challenging any non-compliance with procedures, both within normal working activities and whilst on duties around the site.
17.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Winifred Holtby Academy, as your employer and you as an employee of the Academy. In addition to the Academy's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Academy's H&S policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Academy.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

Although no line management of staff is required from this post the post holder may provide support to other line managers

2. Responsibility for Customers/Clients:

The post holder is responsible for the health, safety and welfare of students/staff/visitors in their care.

3. Responsibility for Budgets:

Yes

- Hospitality budget
- SLT travel and subsistence budget
- School minibus / Transport budget

4. Responsibility for Physical Resources: <ul style="list-style-type: none"> The post holder is responsible for the day to day care and maintenance of all Department equipment/resources School Minibus (Booking / servicing / organising cleaning and repairs / Fuel card)
WORKING RELATIONSHIPS: All sections should be completed – if there aren't any state 'none'
1. Within Service Area/Section: <ul style="list-style-type: none"> Delivery of a high-quality PA service to the Headteacher and Senior Leadership Team Provides support for all members of the Department. The post holder may be called upon to support the Curriculum Support function in times of emergency
2. With External Bodies to the Academy <ul style="list-style-type: none"> Liaison with Local Authority
ORGANISATION CHART:
<div style="text-align: center;"> <p>Headteacher</p> <p>↓</p> <p>Deputy Headteacher/s</p> <p>↓</p> <p>Operations Manager</p> <p>↓</p> <p>PA to the Headteacher and SLT</p> </div>

	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		√					Transporting of large quantities of printed reports
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		√					Some exposure to negative or challenging behaviour
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		√					Sensitive information regarding personal circumstances of learners and staff

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	Qualifications:			
	• GCSE Grade C or above in English and Mathematics	X		AF/CQ
	• ECDL or level 2 ICT qualification (or equivalent)	X		AF/CQ
	<i>Relevant experience may substitute for the above qualifications</i>			
2.	Relevant Experience:			
	• Experience of working in a busy office environment	X		AF /I
	• Proven experience of working in a PA role, or equivalent, including diary management and travel arrangements	X		AF /I
	• Experience of scheduling and organising meetings and accurate minute taking and distribution	X		AF /I
	• Experience of managing and maintaining accurate records and filing systems	X		AF /I
	• Experience of dealing with challenging telephone conversations	X		AF /I
3.	Skills (including thinking challenge/mental demands):			
	• Motivation to work with children and young people.	X		AF/I
	• Ability to build and form good and professional relationships with students, colleagues and other professionals	X		I / R
	• Ability to communicate a positive and professional face of the academy and the Trust	X		AF / I
	• Ability to work constructively as part of a team, understanding academy roles and responsibilities	X		I
	• Excellent and meticulous organisational skills	X		AF / I
	• Excellent IT, communication and people management skills	X		AF / I
	• Excellent verbal and written skills appropriate to the need to communicate effectively with colleagues, students, parents and other stakeholders	X		I
	• Ability to absorb and understand a wide range of information and make appropriate links between different elements of the academy's work	X		AF / I
	• Ability to manage and deal with confidential information and data and maintain the strictest levels of confidentiality	X		AF / I
	• Ability to work well and calmly under pressure and to prioritise and meet competing deadlines	X		AF / I
	• Ability to use office computer software, including word processing, MIS, spreadsheets and databases and the internet	X		AF / I / CQ

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/ Assessment, P = Presentation</i>		Essential	Desirable	How identified
	<ul style="list-style-type: none">Ability to manage a budget and monitor the impact and value for money of spending, relevant to the post	X		AF / I
	<ul style="list-style-type: none">Good numeracy/literacy skills	X		AF / CQ
4.	Knowledge:			
	<ul style="list-style-type: none">A knowledge and commitment to safeguarding and promoting the welfare of children, young people	X		AF/I
	<ul style="list-style-type: none">Motivation to work with children and young people	X		AF/I
	<ul style="list-style-type: none">Good working knowledge of academy Management Information System (SIMS)		X	AF
	<ul style="list-style-type: none">Secure knowledge of relevant DfE guidance relevant to the post e.g. in relation to suspensions		X	AF
	<ul style="list-style-type: none">Good knowledge in relation to various ICT packages, e.g. Word, Excel, Outlook etc.	X		AF / CQ
	<ul style="list-style-type: none">Knowledge of academy staff structures and accountability frameworks		X	AF/I
	<ul style="list-style-type: none">Ability to work to professional standards ensuring accuracy of data whilst maintaining confidentiality and adherence to GDPR requirements	X		AF/I
	<ul style="list-style-type: none">Ability to deal with variable work situations and manage competing priorities and deadlines in a calm and professional manner	X		AF/I
	<ul style="list-style-type: none">Ability to write reports, prepare presentations and take minutes suitable for a range of audiences	X		AF/I
	<ul style="list-style-type: none">Ability to deal with challenging telephone conversations with parents and other stakeholders, remaining calm and professional and ensuring that all such matters lead to a positive resolution and maintain the positive reputation for the academy	X		AF/I
	<ul style="list-style-type: none">Ability to work and think independently, making judgements and influencing staff through negotiation and explanation of purpose	X		AF/I
	A knowledge of the Data Protection Act (1998) and GDPR requirements associated with academy data		X	AF/I
	5.	Interpersonal/Communication Skills:		
Verbal Skills				
Ability to establish professional, respectful and effective working relationships: with a range of partners/colleagues, children and young people.		X		AF/I/R
	Good basic communication and inter-personal skills.	X		AF /I

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable	How identified
	The post holder is required to use basic courtesy, tact, clear articulation on simple instruction. On occasions, the post holder is required to use influencing skills, basic caring and training skills	X		AF / I
	The post holder is required to use courtesy, tact and clear articulation to access accurate information working to tight deadlines.	X		I/R
	Written Skills			
	The post holder is required to use basic written/email correspondence conveying simple instructions, guidance or information	X		AF / I
6.	Other:			
	Projects a professional image	X		I

7.	Competencies: Not Applicable			
8.	Additional Requirements:			
	None		N/A	
			N/A	
			N/A	
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the Academy/Council obtaining a satisfactory Enhanced and Barring list Disclosure from the Disclosure and Barring Service.	X		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	X		AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)



How to Apply

Thank you for taking time to read our Candidate Information Pack and we hope that you have gained a useful insight into our academy.

Further information about the school can be found on the academy website
www.winifredholtbyacademy.co.uk

Application Form

An application form can be downloaded from the academy website. Within the personal statement please outline how your skills and experience equips you for this role.

Completed applications should be returned to enquiry@winifredholtbyacademy.com by **noon Monday 24th January 2022.**

Interviews

Interviews are scheduled to take place during w/c **24th January 2022**. *Please note, this date may be subject to change.*

**Department for Education (DFE) Keeping Children Safe in Education 2021 – Paragraph 194 – It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children.*