

**PA to the Headteacher – Hyde High School**

Candidate Information Pack

**Great schools in which to learn, teach and belong.**

**Welcome to Tame River Educational Trust**

Dear Candidate

Thank you for your interest in the post PA to the Headteacher with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital.  By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.



Phil Wilson

Chief Executive Officer

**An Introduction to our Trust Schools**



**Droylsden Academy**

**Headteacher**

**Mr E Mayell**

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated ‘Good’ by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one’s contribution to our community and wider society.

**Mossley Hollins High School**

**Headteacher**

**Mrs A Din**

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated ‘Good’ by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one’s personal and social development and one’s contribution to our community and to society.

**Hyde High School**

**Headteacher**

**Ms G Arnold**

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

**Application Procedure**

For a confidential discussion on current vacancies please contact the school at r.fawcett@hydehighschool.uk

To apply for the role please complete the application form – available to download from our website and return it to r.fawcett@hydehighschool.uk

**In compliance with Safer Recruitment Guidelines, CVs will not be accepted**.

Advertised: 15th May 2025 closing date for Applications: Monday 2nd June at noon.

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

*Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.*

**Safer Recruitment**

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates’ suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children’s Barred List Check.

**Equal Opportunities**

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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| Job description |
| **The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
| Job Title: | PA to the Headteacher  |
| Reporting to: | Headteacher |
| **Hours & Salary** | The normal working hours for this role will be 36 hours, term time only plus 3 weeks. The actual working pattern will depend upon the requirement to attend meetings. Due to the nature of the role a flexible attitude and a willingness to support the Headteacher and school events as required, is essential. The salary for this position will be paid on the NJC scale G point 23 – 28, Actual salary for this post will be £31,181 - £ 35,454 per annum, currently (£33,366 - £37,938 (FTE) per annum).  |
| **Role Overview** | The successful candidate will be responsible for ensuring that routines, systems and procedures are in place to support the Headteacher. This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description. |
| **Child Protection and Safeguarding:** | The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder’s responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.  |
| Main duties and responsibilities: | As PA to the Headteacher your responsibilities are as follows:**Schedule and Daily Operations**1. Be the primary point of contact for anyone requiring access to the Headteacher.
2. Lead and manage the daily scheduling and daily operational issues for the Headteacher and other SLT members.
3. Use initiative to re-prioritise changing commitments, taking immediate action to ensure critical issues are immediately referred to the appropriate personnel.
4. Be the interface between outside and internal stakeholders for the above, including the Trust Sponsor and the Local Authority.
5. Provide high level confidential administrative support to the Chair of Governors, Headteacher and SLT members, as well as to key visitors, as appropriate.
6. Clerk, contribute to and support all SLT and other meetings as prescribed by the Headteacher, and deputise for the Clerk to the Local Governing Body as and when necessary.

**Key Strategic Events**1. Support the School’s major strategic events at a senior level, as required, on behalf of the Headteacher, including: SLT; Ofsted; External Monitoring and Advisory; Clarendon Sixth Form College, Tameside College and any other Tame River Educational Trust School, as appropriate.

**High Level Support**1. Leadership and management of communications with the Senior Leadership Team, teachers, support staff, governors, parents, carers and key strategic partners.
2. Be responsible for all administration relating to suspensions, including collation of all confidential information and liaison with parents and Governors and the Local Authority in line with DfE requirements.
3. Provide care for the Headteacher and visitors, including the provision of refreshments, making travel arrangements, booking rooms and parking where required.
4. Liaise, on behalf of the Headteacher, with the Trust, and other Tame River Educational Trust Schools, as appropriate.
5. Lead and manage community support with the Headteacher.
6. Provide confidential and administrative support to the Headteacher.
7. Ensure a high level of quality, professionalism and accuracy in all documents produced with routine proof reading of whole-school documents and policies.
8. Ensure all arrangements are timely and efficient, alerting the Headteacher to forthcoming arrangements.
9. Liaise with and support the Senior Leadership Team in relation to work for the Headteacher.
10. Produce a wide range of detailed, complex or specialist documents to high standards of accuracy within tight timescales ensuring that the needs of the Headteacher are met.
11. Be responsible for all administration relating to permanent exclusions including collation of all confidential information and liaison with parents and Governors and the Local Authority in line with DfE requirements.
12. Facilitate and organise all immunisations in liaison with the NHS Immunisation Team.
13. Manage, maintain and update the Headteacher’s, and other members of SLT’s diaries.
14. Prepare and update the staff handbook, with the Headteacher.
15. Support the School’s quality assurance, through the quality assurance cycle.
16. Working with the Headteacher ensure that the School has all mandatory policies in place and maintaining an accurate register and review system.
17. Liaise and work with the Clerk to the Local Governing Body on all matters relating to school governance.
18. Oversee arrangements and preparation for Governor ‘Keeping in Touch’ days.
19. Update both GIAS and the school website to ensure statutory records relating to Governance are up to date and compliant.
20. Produce the school calendar, update this throughout the year and communicate it to stakeholders.
21. Handle complaints on behalf of the Headteacher and Chair of Governors.
22. Carry out termly compliance checks using the Department for Education and other relevant guidance, including updating GIAS.
23. Liaise with ICT to ensure that all website information is current, accurate and positive.
24. Collate, prepare and distribute the confidential staff bulletin and supporting documents to staff and appropriate School stakeholders.
25. Collate, prepare and distribute the Newsflash.
26. Produce and issue briefing notes and staff communications, including the Daily Update to staff.
27. Support Human Resources by ensuring that all mandatory training requirements are completed by all staff, for example: KCSIE, Safeguarding, Cyber Security, Data Protection and Prevent.
28. Oversee the Senior Leadership shared area and staff shared area.

 **General Administrative Duties**1. Taking minutes at meetings.
2. Emergency support to the Human Resources and Office Teams as appropriate.
3. Cover for absent colleagues within the Administration Team as required.
4. Act as a First Aider in school (training provided).

**As a member of staff, you are expected:**1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
2. To follow and uphold all school policies and be an excellent ambassador for the Trust and its schools.
3. To have a responsible and diplomatic approach to matters of a confidential nature.
4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly.
5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.
6. To undertake any other duties that might be reasonably requested, by the Headteacher. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
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| Health and Safety: | The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School’s and LEA’s policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.All Trust schools are non-smoking sites. |

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| General: | This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the School’s appraisal programme and to participate in appropriate staff training and development activities. |

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| Person Specification |
|  | Essential | Desirable | Method of assessment |
| Qualifications | * + - * Maths and English GCSE, or equivalent.
 | * Degree.
* Administration qualification.
 | * Production of the applicant’s original certificates.
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| Experience | * PA experience, working at a senior level.
* Experience of working in a discreet and confidential environment.
 | * Experience of working in a school environment.
* Experience and knowledge of school governance.
 | * Contents of the application form.
* Interview.
* Professional references.
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| Skills andKnowledge | * Detailed Knowledge of Microsoft Office (particularly Excel and Word)
* Excellent written and verbal communication skills.
* Ability to work without supervision.
* Focussed on accuracy and with an eye for attention to detail.
* Excellent organisational skills with a systematic approach to managing your workload and prioritisation.
* Understanding and knowledge of current issues in Education.
 | * Experience of using management information systems e.g. SIMS, CPOMS, Go4Schools.
* Working knowledge of Google suite packages and Google calendar.
 | * Contents of the application form.
* Interview.
* Professional references.
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| Personal competencies and qualities | * Discrete and loyal.
* Flexibility and adaptability
* Trustworthiness and integrity.
* Resilient, enthusiastic and have the ability to work under pressure.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* A warm, friendly, and patient manner.
* Ability to build positive relationships with all staff and students that allow them to achieve to their highest potential.
* Confident to work independently or as part of a team.
* A belief in the value of others.
* A willingness to learn new skills and approaches and to share experiences with others.
* A willingness to attend and assist with the School’s Open Evening and other school and community events.
* A sense of humour.
 |  | * Contents of the application form.
* Interview.
* Professional references.
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**Employee Acknowledgement**

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of PA to the Headteacher

Signed: …………………………………………………………………

Date: ……………………………………………………………………