



GREENSHAW
LEARNING TRUST



**Personal Assistant and
Office Manager
Recruitment Pack**

**ALWAYS
LEARNING**

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Dear Candidate

Thank you for your interest in the role of a **Personal Assistant and Office Manager** at Henley Bank High School.

Introduction

Thank you for your interest in joining our fantastic school that is going strength to strength. This is a unique and exciting opportunity for a Personal Assistant and Office Manager to join Henley Bank High School and further contribute to the life chances of our young people in the school, and across the Trust.

We are a successful secondary school based in Brockworth, extremely close to junction 11a of the M5. The school has consistently been achieving excellent academic results over the past few years with the GCSE results of 2023 being in the top 1% of results in the country, as well as the highest results for any non-selective school in Gloucestershire. We opened our Sixth Form in September 2024 and are really excited to see what the next stage in the school's journey will be. A crucial element of the school's vision is ensuing that we are preparing our young people for the world of tomorrow. This role plays an essential part in achieving this.

At Henley Bank High School, our aspiration is for all our staff and students to leave our school with practical wisdom gained through the teaching of intellectual, moral, civic and performance virtues. We build character implicitly, through our world class curriculum, teaching and learning in the classroom and explicitly through our Legacy Programme and Pastoral Systems. We aim to guide our students in becoming well rounded citizens of the future who can lead with honesty, integrity and resilience. The importance we place on this has been recognised through the school being awarded the Character Kitemark and Character Kitemark Plus accreditation. Our Legacy programme and values of **Ambition, Creativity, Confidence, Determination and Respect** are the foundations of our Character Education programme.

All students have an entitlement to a broad, balanced and relevant curriculum. We believe that all students with additional needs should be taught wherever possible, with their peers in mainstream classes by subject specialists who use a range of teaching methods and strategies to develop students' knowledge, skills and understanding. Henley Bank High School was the winner of the NASEN Award for Secondary Provision which demonstrates the value that we place on our support provided within the classroom across all subjects within the school.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty-six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

Vision

The vision for Henley Bank High School is that all students receive the best education and opportunities to allow them to have the most successful future that they can. Our values of ambition, confidence, creativity, respect and determination feature in all aspects of our school life, as well as the saying “we are all on the same mountain, just a different journey to the top”, celebrating tolerance and understanding of all whilst on their journey.

As a school, we really celebrate being a team and a ‘family’. This is crucial to us to ensure collaboration and support as well as ensuring that staff, students, parents/carers and the wider community feel invested in improving the school and the chances of success for our students. A huge amount of work has gone into developing this school over the last few years and we are so excited to welcome new members of staff to help continue this development, as well as bring their own ideas and enthusiasm.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Henley Bank High School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information www.henleybankhighschool.co.uk We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

I am looking forward to hearing from you.

Yours faithfully



Mr Stephen Derry
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Headteacher
Line Management:	Reception/Admin Team
Contract:	Permanent
Salary:	Salary calculated in line with the NJC Scale Range, Grade H, Scale Points 14 - 25, £25,888.57 - £32,275.27 per annum Actual Salary (£28,624 - £35,235 FTE) depending on experience
Hours of Work:	36.00 hours per week, Monday to Thursday 8.15am – 16.00pm and Friday 8.15am – 15.45pm, with a 30-minute unpaid lunch break. Flexibility around working hours can be considered and discussed at interview. Please note, the job is full time, Term Time only plus Inset days and 2 weeks holiday working
Place of Work:	Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org
Holiday Entitlement:	The postholder will be paid an enhancement for holiday pay, which is included in the salary details above
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

To Support the Headteacher in the day-to-day management of the school by the provision of a confidential, personal and comprehensive secretarial/administrative service through the application of discretion and a high level of initiative.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Job Purpose

- To support with producing marketing material for the school
- To actively participate in the development of educational and promotional initiatives, at the direction of the Headteacher
- Review documentation received (correspondence, minutes etc) by the Headteacher. - Keeping abreast of the issues identified - Ensuring the Headteacher follows up on Actions - Researching related information - Monitoring the timing of responses
- Responsible for the organisation of Open Evenings/Open Mornings (alongside the admissions officer)
- Participation in the organization of open evenings and other School events identified on the Calendar

Main duties/responsibilities – Personal Assistant

- Ensure that the Headteacher diary is properly and accurately maintained making appointments and arranging meetings. Servicing all these meetings as appropriate
- Ensure that the Headteacher is organised with all relevant information for meetings and events
- Manage and co-ordinate the emails of the Headteacher
- Maintain confidential secretarial cover for the Headteacher and Senior Leadership Team (SLT) including the servicing of SLT, and other agreed meetings. Composing confidential reports, letters and memoranda
- Receive and entertain visitors to the Headteacher
- Ensure the provision of hospitality on behalf of the Headteacher and Senior Leadership Team in respect of visitors and meetings
- Answer the telephone, screen calls, deal with queries, take oral and written messages. Where appropriate, provide the caller with the information requested or refer to an alternative source
- Oversee the receipt of all internal and external mail for the Headteacher and redistribute it as appropriate or directed
- Organise suitable filing systems ensuring sensitive information is collated
- Ensure the preparation and provision of papers required for meetings attended by the Headteacher and, when necessary, attend such meetings and take minutes
- Maintain the records system relating to confidential papers, correspondence, agendas and minutes
- Supporting the Headteacher with local personnel contract matters
- Co-ordinate the School calendar and ensure it is accurately maintained
- Ensure that the Headteacher diary is properly and accurately maintained making appointments and arranging meetings

- Maintain confidential secretarial cover for the Headteacher including, collating confidential reports, letters and memoranda
- Maintain documentation pertaining to the School Development Plan (liaise with Headteacher, SLT, Heads of Department/Learning Areas/Departments and Trustees)
- Ensure the Headteacher responds to and addresses any complaints or concerns about the school
- Produce the School Newsletter, organise the school prospectus and other marketing material and the distribution of these
- Ensure the school website is maintained. Collect and co-ordinate information for the website and update as necessary working with the school IT Technician
- Ensure social media is kept up to date and maintained with relevant content alongside the school IT Technician

Main duties and responsibilities – Office Manager

- Line Manage the Reception / Administration Team to ensure a first-class service is provided from the front of house
- Line Manage, oversee and support the day-to-day management of the First Aid provision with support from the Designated First Aid Lead
- Line Manage and support the Admissions Officer to ensure the operational delivery of an efficient and effective admissions function for the school
- Ensure structures and processes are in place for all tasks
- Develop individuals to ensure CPD opportunities are available
- Support the day-to-day management of the school by the provision of a comprehensive, confidential and personal secretarial and/or administrative service through the application of discretion and a high level of initiative
- Share in general distribution of mail as and when required
- As required, answer telephone, deal with queries and take oral or written messages and determining what may be pursued on own initiative and what may need referral to relevant personnel
- Supporting central administration and organisation by undertaking delegated tasks from other members of SLT as required
- Maintenance of confidential records and associated filing
- Participation in the provision of hospitality on behalf of the school in general
- Providing cover for colleagues within the Administration team during breaks, staff absence or peak workloads as required
- Co-ordinate the Performance Management process for support and teaching staff to ensure meetings and paperwork completed within the Appraisal cycle timescales
- Co-ordinate staff training needs following the Appraisal cycle for all staff and maintain the staff training record to include all training on a regular basis

Main duties and responsibilities – Systems Information Liaison

- To be the main communication channel between the headteacher and the Shared Services
- To coordinate actions from all shared service line management including Catering, ICT, HR, Finance, Estates and Site
- Liaise with the Senior Leadership, Shared Services staff, parents and the wider community, dealing with immediate issues, as appropriate.
- To be keep abreast of any long-term projects for the school

- As a S&I Liaison, you will be part of a network with other colleagues in GLT schools who will potentially have similar roles to your own.
- You will be supported by the Systems & Integration Team and anyone new to the network can be assigned a 'buddy' as well so you can ask for help and advice whenever it is required.

Staff Development

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school and department CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Communications, Marketing and Liaison

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, liaison events with partner schools, etc.

Personal Responsibilities

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To attend meetings scheduled in the school calendar punctually
- To adhere to the School's Safeguarding Policy.

Other Job Requirements

All staff will be part of the school's appraisal scheme. You will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching.

Person Specification – Personal Assistant/Office Manager/System Information Liaison

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • Strong academic record, including English and Maths GCSE at Grade 4 or above or equivalent (Previously grade C or above) • NVQ Level 3 Business and Administration or equivalent, and appropriate relevant experience of Administration /PA • Experience user of Office Suite applications i.e Excel Word and Google Docs • Experience of diary management and correspondence management • Previous administrative / PA experience • Previous experience of managing a staff team • Previous experience of conducting Line Management/ Personal Management Review Development • Demonstrating strong organisational skills 	<ul style="list-style-type: none"> • NVQ Level 4 Business and Administration or equivalent • Familiarity with School Management Information Systems • Understanding of school’s roles and responsibilities • Knowledge of the admissions process within a school environment • A First Aid Certificate, or willingness to train as a First Aider
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Ability to maintain confidentiality at all times • Ability to be flexible and supportive to colleagues • Enthusiastic and willing to learn new skills • Ability to work within the School policies and procedures with an awareness of equal opportunities 	

	<ul style="list-style-type: none"> • Be able to form positive relationships with students and maintain a firm and friendly approach to supporting students within the school • Ability to work effectively in a team and as an individual • Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the School • Good verbal and written communication skills • Ability to organise work, prioritise tasks and manage time effectively • Ability to produce accurate minutes of meetings • Ability to deliver a customer focused service with a positive and supportive approach • Resilience, tact and diplomacy, even when under pressure • Be personable and set a good example to colleagues and students • Efficient, accurate and excellent attention to detail • Ability to work under pressure and to strict timelines • Excellent organisational and administrative skills • High standard of literacy and numeracy 	
<p>Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:</p>		
	<ul style="list-style-type: none"> • Knowledge and understanding of the education sector, a desire to work in a school, and a willingness to contribute to various aspects of school life • Desire to enhance and develop skills and knowledge through CPD • Demonstrate a commitment to safeguarding and promoting the welfare and development of young people and help demonstrate a positive attitude 	

	<p>to helping them achieve their potential</p> <ul style="list-style-type: none">• A flexible approach to working hours• Recognition of the importance of personal responsibility for Health and Safety• Commitment to the school's ethos, aims and its whole community• Be dependable, able to follow instruction and respond to management directions• Have a willingness to extend skills through appropriate training	
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The Recruitment Process

1. Application

Visit our website to view our current vacancies here www.henleybankhighschool.co.uk

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **Friday 7th February 2025 at 11.59pm**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisted applicants will be invited by telephone with a follow up email inviting them to an interview. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be arranged as and when successful applications arrive, as the school reserves the right to conduct interviews prior to the closing date. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact Jo Howells, HR Manager on 01452 863372 or jhowells@henleybankhighschool.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.