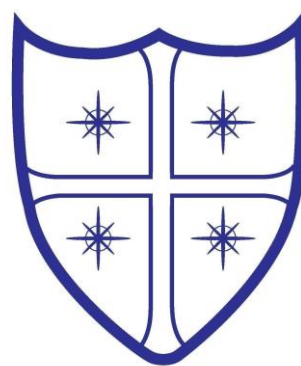


CHRIST THE KING CATHOLIC ACADEMY



ST CUTHBERT'S CATHOLIC ACADEMY



Care - Courtesy - Concern

Personal Assistant to Executive Headteacher Application Pack

Closing Date:

Thursday 28th November 2024 -
midday

Shortlisting Date:

Friday 29th November 2024

Interview Date:

Monday 2nd December 2024



Diocese of Lancaster
Education Service
Euntes in mundum



Blessed Edward Bamber
Catholic Multi Academy Trust

Welcome to Christ the King and St Cuthbert's Catholic Academies

Thank you very much for your interest in the temporary PA (Personal Assistant) role for the Executive Headteacher. The successful candidate will work within both the Christ the King and St Cuthbert's school offices and will follow the Executive Head's working pattern to offer support to her and the wider leadership team. The post offers line management responsibilities for up to three staff. We hope that this position offers a great opportunity for office assistants currently in a school, or those wishing to come into education from industry or business.

The role is a complex but fulfilling one involving admin support for the Executive Headteacher (processing and managing the recording of staff absence, dealing with recruitment and retention, supporting with confidential governor meeting preparation, maintaining the school's single central record) alongside line managing office staff (across two sites) whilst welcoming parents and pupils into the school in the morning, taking phone calls about absence and other confidential messages.

We use Bromcom as our MIS and use Access for Personnel and Finance systems. Our parents use an application called "My child at school" (MCAS) to pay for services we provide.

Alongside this there are other basic administration tasks such as drafting letters, updating pupil & staff records, welcoming visitors and distributing mail. The successful candidate will also have responsibility for admissions to the school, coordinating the induction process and preparing welcome packs for families as well as dealing with nursery enquiries and billing.

I have been Executive Headteacher across our two primary school sites for eight years and prior to that I was the Headteacher at Christ the King. The leaders, staff, pupils and I have worked hard over this time to move our schools forward. Our schools are two of the three founding members of the only Catholic Multi Academy Trust in the area, the other was St Mary's Catholic Academy. Over the last few years, we have expanded our trust to include many more schools, and it remains an exciting time to join our family of schools.

Christ the King and St Mary's Catholic Academies are uniquely co-located on the same site, in new, or newly refurbished buildings, following a large capital programme. The parish church of Christ the King is also on the same site. This special partnership, along with our network with other local Catholic schools in the Blackpool area and now the trust leadership group, continues to strengthen both the practice and faith development of our school. St Cuthbert's is located in South Shore about three miles away on a large site including conference facilities and play space. St Cuthbert's church is a short walk away from the school on Lytham Road.

The communities we serve at both schools are very special. Family life for many of our children and their families, is a struggle. Our mission here is to provide a safe place that is filled with fun, laughter, enjoyment and discovery. We work alongside families to remove barriers to learning and ensure all pupils achieve their full potential. We are highly committed in our school to raising levels of achievement and attainment. We look to the successful office candidate to work in partnership with the whole staff team to support and drive this aim forward.

Our goal at St Cuthbert's is to create, with our pupils, a loving Catholic learning community in which they are able to thrive and reach their potential, growing into confident, thoughtful and happy young people. This is the heart of our Catholic identity and is the basis of our children's spiritual and moral education. Our recently revised mission statement is, "In kindness and faith we belong!"

Welcome to Christ the King and St Cuthbert's Catholic Academies

The academy's capacity for sustained improvement in all areas is outstanding because of rigorous assessment and monitoring processes leading to clear, challenging targets and appropriate priorities. (Diocesan Inspection October 2018).

Pupils at St Cuthbert's Catholic Academy care strongly about each other and their school. Pupils live up to the school's ethos to 'be safe, respectful and responsible' in their school life, pupils to feel safe (and) happy at school. (Ofsted Inspection March 2023)

Our motto at Christ the King is: "Believe, Belong, Become." Staff embrace this vision for our pupils and school wholeheartedly. We work hard to engage our pupils to believe in themselves, belong to our community in faith and strive to become the best that they can be.

Leaders have developed an ambitious curriculum that engages all pupils. Pupils achieve well. The school is well led and managed. Staff feel appreciated and there is a keen sense of teamwork. Teachers value the steps leaders have taken to prioritise their well-being and workload. (Ofsted Inspection December 2022)

"Christ the King is a welcoming, inclusive, friendly community with a strong ethos where everyone is valued and pupils and staff flourish.....It is a harmonious school with a tangible Catholic ethos. (Diocesan Inspection June 2019)

We are rightly very proud of these achievements but are now focused on our journey beyond these grades. An effectively run school office is critical to us maintaining similar or achieving even better judgements in the future. We believe that our school community provides an opportunity like no other! We have a friendly staff, high quality professional development opportunities and a strong collegiate ethos. These factors together make our schools a great place to work.

Yours sincerely,



Sarah Smith

Executive Headteacher

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Personal Assistant to the Executive Headteacher at Christ the King and St. Cuthbert's Catholic Academies. Both academies are part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

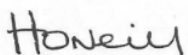
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools



Christ the King Catholic Academy



Holy Family Catholic Primary School, Blackpool



Holy Family Catholic Primary School, Warton



Our Lady of the Assumption Catholic Primary School



Sacred Heart Catholic Primary School



St Cuthbert's Catholic Academy



St John Vianney Catholic Primary School



St Joseph's Catholic Primary School



St Kentigern's Catholic Primary School



St Mary's Catholic Academy, Blackpool



St Mary's Catholic Primary School, Great Eccleston



St Teresa's Catholic Primary School



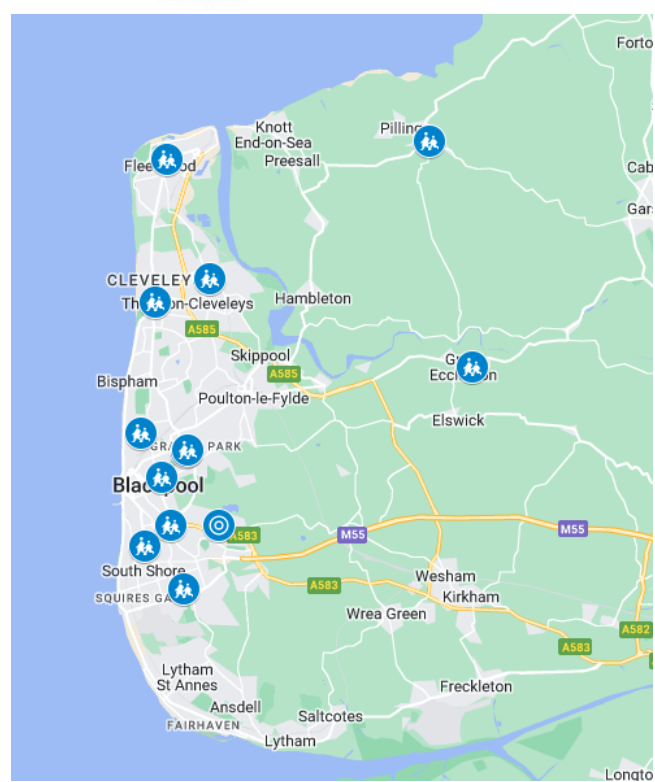
St William's Catholic Primary School



St Wulstan's & St Edmund's Catholic Primary School



The Willows Catholic Primary School



How to apply

Prior to applying

Visits to either site or communication about the role is actively encouraged. Should you be interested in applying for this position and wish to discuss it further, please contact Mrs Sarah Smith: ssm@ctkacademy.co.uk.

Christ the King Catholic Academy: 01253 395985

St Cuthbert's Catholic Academy: 01253 403232

Application process

Applicants must complete the CES application form.

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Your application should be addressed to the Executive Headteacher, Mrs. S. Smith and can be submitted electronically to ssm@ctkacademy.co.uk

We will acknowledge receipt of your application.

Closing date for applications: **Thursday 28th November 2024 – midday**

Shortlisting: **Friday 29th November 2024**

Interview dates: **Monday 2nd December 2024**

Post Details:

Grade: NJC pay Grade E, scale point range 12 - 17

Salary: £27,711.00 to £30,060.00 (paid pro-rata)

Contract: Fixed Term until 31/8/2025

Hours: 37 per week, Term Time only plus 5 days

Start Date: Monday 6th January 2025

Job Description

Personal Assistant to the Executive Headteacher

Core Responsibilities

The Academy's support staff provide high quality administrative, clerical and technical support to assist the Academy in implementing its Mission and Vision. The postholder is responsible for the provision of high quality organisational, administrative and clerical systems and secretarial support for the Executive Headteacher.

Key Outcomes

1. A caring, Catholic ethos built on high quality relationships.
2. High quality administrative and clerical process, system and support.

These key outcomes will be achieved by:

A. Providing Management & Organisation Support for the Executive Headteacher by:

- Taking the initiative in moving tasks and projects forward in an appropriate and professional manner after being provided with an initial brief by the Headteacher, for example,
 - Co-ordinate meetings, interviews and other events internally, source external venues as required, undertaking all arrangements for rooming, hospitality, accommodation and refreshments.
 - Issuing of invitations and preparation of academy events as appropriate.
 - Co-ordinating end of term in-house arrangements including ordering flowers, advent wreaths, gifts and food/drinks on behalf of the Executive Headteacher.
- Managing the Executive Headteacher's diary (as required) effectively to maximise the utilisation of the Executive Headteacher's time and take responsibility for rearrangements subject to changes in commitments and priorities.
- Managing the Executive Headteacher's post (paper based) by prioritising correspondence, responding to queries and filtering unnecessary queries. Ensure allocation of correspondence to appropriate members of the Senior Leadership Team and other staff within the academies.
- Liaise with senior leaders, schools, governors, directors and other external bodies on behalf of the Executive Headteacher, and when required act as the first point of contact.
- Provide the Executive Headteacher with confidential administrative support, such as the preparation of staff discipline/sickness absence/capability/dismissal correspondence and reports and salary/sickness absence data reports for all staff.
- Line Manage the schools' Office Assistants (across the two primary school sites) including their appraisal and professional development opportunities.

B. Implementing Appointment Procedures by:

- Taking responsibility for organising and managing the processes for recruiting, selecting and appointing staff, including:
 - the forming and placing of adverts
 - the preparation and distribution of application packs
 - the co-ordination of related administrative tasks, i.e. DBS clearances and the issuing of contracts of employment
 - entering details on MIS and Personnel databases
- Maintaining the accuracy of the MIS and Personnel databases including the annual production of staff data check sheets.
- Liaise with personnel and payroll to resolve queries on behalf of staff in relation to concerns regarding salary, terms and conditions of employment and any other general enquiries.
- Maintain and keep up to date the Single Central Record for Christ the King and St. Cuthbert's Catholic Academies.
- Liaise with external agencies as and when required.

Job Description

Personal Assistant to the Executive Headteacher

C. Implementing Student Admission & Exclusion Procedures by:

- Co-ordinate the pupil admissions process in line with Governors' criteria, and provide related information to support the decision-making process in liaison with the Central Admissions Team.
- Administering the exclusion process in the production of exclusion letters, exclusion data, statistics and other administrative support as required including entering exclusion information onto the MIS database.
- Maintain accurate information on the Management Information Systems & any other systems in use by the academies and manipulate the data contained within for the production of management reports, and statistical information to feed into Governors' reports and meetings.

D. Undertaking General Administrative & Clerical Duties including:

- The preparation of data for the Executive Headteacher's Report to Governors and other documents using a wide range of ICT facilities to enhance the professionalism of correspondence issued and to continuously improve the service provided to colleagues, directors and other outside agencies.
- Manage the Christ the King Catholic Academy's email inbox and where appropriate, acknowledge emails and written correspondence and arrange and monitor responses to queries.

APPOINTMENT OF PERSONAL ASSISTANT TO THE EXECUTIVE HEADTEACHER

PERSON SPECIFICATION/SELECTION CRITERIA

Personal Assistant to the Executive Headteacher

We are seeking to appoint a high quality candidate whose professional and personal profile most closely matches the specification given below:

Knowledge

- Good prior educational attainment at a minimum of A-level or NVQ3 in an appropriate vocational area or HNC/HND.

Skills

- Good literacy, numeracy and ICT skills.
- Excellent interpersonal skills.
- Effective organisation skills.
- Confidence to work independently.

Experience

- A minimum of two years' experience working within a school or other relevant environment.

Attitude/Approach

- A calm manner is essential, as is a good sense of humour.
- A willingness to be part of the whole academy and to contribute to its ethos.
- When appropriate - use initiative and make decisions or seek help if unsure.
- Flexibility, reliability and honesty.
- Understand the need for confidentiality.
- An excellent attendance and punctuality record. (Please note that excellent attendance is considered to be 95% attendance over the past two years. Governors will take note of one off illnesses/absences and individual circumstances).

Other (including special requirements)

- Commitment to safeguarding and protecting the welfare of children and young people.
- Commitment to equality and diversity.
- Commitment to Health and Safety.

Evidence will be drawn from:

- Letter in support of application.
- Application form.
- Response to questions during interview.
- Practical task.
- References.

Letter of application should be:

- Clear, concise and well presented.
- Describe how you would ensure you will be successful in this new post if appointed.
- Be no more than two sides of A4 in length.

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

