



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

May 2022

Dear Applicant

Thank you for your interest in this post as Headteacher's PA at Archbishop Tenison's. We are looking for a Personal Assistant to the Headteacher to join a busy office team. This position has become available due to the current Headteacher's PA retiring at the end of term and ideally would like the candidate to start as soon as possible to work alongside the current PA to be prepared for the start of the Autumn term.

This is a great opportunity for an experienced PA or administrator to further develop their skills in providing a full supporting role to the Headteacher. We hope that you will find all your questions answered by the details provided, but, if not, please contact Mrs Sue Rathbone, current PA.

Archbishop Tenison's is a lively, friendly and high achieving school, where pupils and students take their studies seriously. As a Church of England school we are always pleased to receive applications from those keen to help us develop our Christian ethos.

We look forward to receiving your application and discussing the role further to those called for interview. In your **letter** please include the following points:

- why you would like to take up this post at this time.
- which experience and qualities make you particularly suitable for the post.

Yours sincerely

Richard Parrish  
Headteacher



Archbishop Tenison's CE High School,  
Selborne Road, Croydon CR0 5JQ  
Tel: 020 8688 4014 [www.archten.croydon.sch.uk](http://www.archten.croydon.sch.uk)

## **PERSONAL ASSISTANT TO HEADTEACHER**

(Visits to the school prior to the application are welcome)

**Location: Croydon, Surrey**

**Required for: 27<sup>th</sup> June 2022**

**Contract: Permanent (term-time + 2weeks)**

**Hours: 7.45am- 4.15pm Monday to Friday (40 hours)**

**Salary: Grade 7 - Point 23-25**

**(£31,122.00 - £32,112.00 pro-rata)**

**Closing Date: 24<sup>th</sup> June 2022**

**Interview Date: tbc**

We are looking for an exceptional candidate to provide efficient, effective and confidential support to the Headteacher and occasionally Senior Leadership Team. The successful candidate will have previous experience as a PA or Office Manager and come from an administrative background. Strong written and verbal communication skills with an ability to gain credibility at all levels are essential. Well-developed ICT skills and, an understanding and ability to maintain confidentiality is vital to the role. Candidates should be flexible and appreciate that attendance to various meetings and minute taking will be required. The post holder will be expected to manage the Headteacher's diary, draft and process correspondence, often of a confidential nature, and liaise with other members of the School Leadership Team. The ability to prioritise, work well under pressure and meet deadlines is essential.

As this is a church school, we also have to work hard to ensure that our day to day practices reflect, embody and are consistent with our school Christian faith. This is both a challenge and blessing of this particular role!

Other duties include proof-reading documents, arranging hospitality for meetings and assist the Headteacher with recruitment advertising and recruitment administration.

### **The successful candidate must have:**

- knowledge of the role, responsibilities and procedures of the Headteacher, the Governing Body and the local authority
- Strong communication skills
- be able to relate well with pupils, students, parents, carers and visitors
- be educated to A Level standard or equivalent
- proven experience with Office 365; MS Outlook, Word, PowerPoint, Excel, Teams, Forms
- excellent attention to detail
- First Aid (or be willing to attend a First Aid Course)

### **We can offer you:**

- a rewarding but challenging working environment
- an optimistic and motivating leadership team
- the opportunity to work closely with the main office and wider professional team
- be part of a school with strong traditions
- develop professionally and personally in a secure, but lively atmosphere
- contribute to our pastoral care and our Christian ethos

Archbishop Tenison's is a 308 year old Church of England, mixed 11-18 comprehensive school with an excellent track record at both GCSE and A Level. Most importantly, it is a community where the people who work believe they can make a difference to the young people they teach. Our school motto is "Academic excellence for each person in a Christian community".

The school is situated near East Croydon Station which has excellent fast rail links to London and the South Coast. There is staff parking on-site at the school.

Archbishop Tenison's is committed to safeguarding and promoting the welfare of children and young people and any appointment will be subject to an Enhanced DBS disclosure as well as any other pre-employment checks. For any further information, please contact Sue Rathbone, the Headteacher's PA via [patoheadteacher@archten.croydon.sch.uk](mailto:patoheadteacher@archten.croydon.sch.uk)).



## ARCHBISHOP TENISON'S CE HIGH SCHOOL JOB PROFILE

<b>Job Title:</b>	Personal Assistant to Headteacher
<b>Salary Scale:</b>	Grade 7 - Point 23-25 (£31,122.00 - £32,112.00 pro-rata)
<b>Hours:</b>	40 hours per week, term time only plus ten days as agreed with the Headteacher (Monday-Friday 7.45am-4.15pm)
<b>Reports to:</b>	Headteacher
<b>Review Date:</b>	May 2022
<b>Role Purpose and Role Dimensions:</b>	<ul style="list-style-type: none"><li>• To maintain the Headteacher's diary and process all correspondence</li><li>• To organise for meetings and functions</li><li>• To assist the Headteacher with HR and recruitment responsibilities</li></ul>
<b>Key External Contacts:</b>	<ul style="list-style-type: none"><li>• Parents and Carers</li><li>• Governors</li><li>• School Chaplaincy Team</li><li>• Clerk to the Governors</li><li>• Visitors</li><li>• Croydon Education Department</li><li>• Southwark Board of Education</li></ul>
<b>Key Areas for Decision Making:</b>	<ul style="list-style-type: none"><li>• Scheduling of diary appointments</li><li>• Proof-reading and drafting documents</li><li>• Daily Prayer</li><li>• Administration of School Calendar</li></ul>
<b>Other Considerations:</b>	<ul style="list-style-type: none"><li>• Occasionally, an urgent matter may necessitate working beyond the allocated hours for which time in lieu may be negotiated.</li></ul>

## **KEY ACCOUNTABILITIES**

### **Manage the Headteacher's diary and correspondence**

- Open, prioritise and re-distribute mail;
- Draft, type, photocopy and file correspondence;
- Manage appointment diary ensuring a balance between regular meetings and urgent appointments using manual diary and Office 365
- Receive and filter telephone calls;
- Receive, respond and/or forward e-mails;
- Prepare morning prayers and organise colleague rota for delivery of prayers
- Prepare daily information sheet for staff;
- Receive and distribute complaints from unexpected visitors
- Type from Headteacher's manuscript;
- Take minutes at Staff Briefing and other meetings;
- Liaise with SLT colleagues and Heads of Years to prepare fixed term, Governors' Exclusion, Seclusion and pupil detention letters.
- Liaise with SLT and other colleagues to prepare the Staff Handbook every academic year
- Liaise with SLT and other colleagues to prepare the Development Plan every academic year
- Manage diary for use of Governors' room

### **HR responsibilities**

- Support other HR colleagues with advertising school roles
- Liaise with Headteacher, Deputy Headteacher, Heads of Departments and Governors to organise the interview day, interview panel and prepare programme for interview day
- Invite candidates for interview and take up references.
- Check Teacher Reference numbers for eligibility to teach.
- Minute weekly HR meetings
- Oversee the school's Return to Work process

### **Liaise with Clerk to Governors**

- Agree meeting room and arrange refreshments;
- Prepare Headteacher's Report to Governors three times a year with input from SLT and other school colleagues

## PERSON SPECIFICATION

### Personal Assistant to Headteacher

	Essential qualities	Desirable qualities
<b>Skills</b>	<p>Strong interpersonal and communication skills</p> <p>Self-motivated and able to work unsupervised under minimum direction</p> <p>Information retrieval skills</p> <p>Able to relate well with staff, pupils, students, parents and carers</p> <p>Proof-reading, drafting and working from manuscript notes</p> <p>Excellent attention to detail</p> <p>Able to use discretion, handle challenging situations and confidential correspondence</p>	<p>Shorthand is an advantage</p>
<b>Knowledge</b>	<p>Working knowledge of Office 365 including Outlook Word, Excel, PowerPoint and Forms</p>	<p>Working knowledge of SIMS will be an advantage</p>
<b>Experience</b>	<p>Secretarial</p> <p>Working with a wide range of people</p>	<p>Working within education</p>
<b>Special conditions</b>	<p>Willing to undertake an Enhanced DBS check</p> <p>Understanding the Christian ethos and vision of the school and contributing actively to its fulfilment in practice.</p>	<p>Willing to train in First Aid</p>

*This job profile is not necessarily a comprehensive definition. It accurately reflects the post at May 2022, but may be subject to modification or amendment at any time following consultation with the post holder.*