



Philips
High School

Success Together Aspire Respect



Personal Assistant to Headteacher

Candidate Pack



Part of the

Oak



Learning Partnership

Personal Assistant to Headteacher

Welcome from the Headteacher

Dear Candidate,

It gives me great pleasure to welcome you to Philips High School. I am extremely proud to be a member of the Philips High School community and work with so many talented young individuals. My vision is that our children receive the highest quality of education in a supportive, respectful and ambitious school environment.

Philips High School was originally founded as a Grammar school in 1688 and to this day has retained some of the nostalgia, charm and high academic standards of the old school. When you first visit Philips High School, you immediately sense the warm welcoming atmosphere from our pupils and staff. This wonderful, vibrant community is a great place to learn and achieve. It is hard to find a school that educates the whole person both academically and pastorally.

The former Grammar school building and first-class facilities provide a stimulating environment that is both distinctive and inspirational. Our curriculum is both broad and ambitious, rooted in unrivalled holistic excellence. We place equal importance on performing arts, the creative subjects, technology, academia and sport through a vast range of experiences both inside and outside of the classroom. This fosters happy, confident and well-rounded young people.

Over the last few years, Philips High School has become a high achieving and successful learning community. The staff go above and beyond, ensuring that our collaborative, respectful and aspirational values permeate all aspects of our school. This enables our pupils to make consistently strong progress across the curriculum and develop themselves as individuals ready for the future.

We are a caring community; providing high challenge as well as significant support for our pupils. Everyone is welcome at Philips and our core values of Success, Together, Aspire, Respect (STAR) are embedded into the heart of our school.

I am committed to working in partnership with parents and know that by working together we will ensure that every child enjoys school, is happy, safe and have the opportunity to thrive and achieve their best.

It is the quality of the relationships and the personalised approach that makes Philips High School successful. Our students are at the heart of everything we do; they enjoy school, are fulfilled, aspirational and form lifelong friendships.



Personal Assistant to Headteacher

Welcome from the Headteacher

We are seeking to appoint a Personal Assistant to the Headteacher to provide efficient administrative support and contribute to the development of a strong, effective school community. This role is integral in promoting a culture of educational excellence within a caring and secure environment, guided by our school values of Success, Together, Aspire, and Respect. The successful candidate will be the first point of contact for the Headteacher, managing communications and ensuring visitors and callers receive a professional response. Additionally, you will liaise daily with the Headteacher, provide PA support to the Senior Leadership Team, and maintain accurate records, always demonstrating confidentiality and discretion.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 351 2200** or by e-mailing **info@philipshigh.co.uk** to arrange an appointment.

We look forward to receiving your application. Please visit our school website for further information **www.philipshigh.co.uk**

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk

Mr C Hibbert
Headteacher at Philips High School





"Philips High School is a diverse and welcoming community. Pupils enjoy coming to school. They feel happy and safe, and they get along well with each other and staff. Pupils are accepting and empathetic of each other's views and differences."

Philips High School, Ofsted Report
2022

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Philips High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





“The pupil leadership group are passionate about making a difference in school and the wider community. Leaders have high expectations for how well pupils should behave. Pupils are respectful and courteous and behave well in lessons and around the school.”

Philips High School, Ofsted Report 2022

Personal Assistant to Headteacher

Salary: Grade 9, SCP 18 – 23, actual pro rata salary £26,958 - £29,435

Hours: 37 hours per week, term time only plus 5 additional days.

Job Description

Normal place of work: Philips High School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 37 hours per week. Term time only plus 5 additional days to be worked during periods of school closure.

Responsible to: Headteacher

PURPOSE OF THE POST

- To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the school values of Success, Together, Aspire, and Respect which extends beyond the school into the wider community.

JOB SUMMARY

- Provide an effective administration support service to the Headteacher to ensure they can undertake their role efficiently.
- Act as the first point of contact with the Headteacher, using discretion and ensuring all visitors and callers receive a professional response and are dealt with by the appropriate person.
- Liaise daily with the headteacher regarding the events of the day and follow up on any consequential actions.
- Provide PA support to members of the Senior Leadership Team (SLT) as required.
- Oversee and maintain the records of LGCs across the Trust, Senior Leadership Team meetings, maintaining records and ensuring their completeness.
- Always show confidentiality and discretion.

SUPPORT FOR THE HEADTEACHER AND SENIOR LEADERSHIP TEAM

- Support the Headteacher in the delivery of their roles and responsibilities.
- Support the Headteacher with internal and external correspondence and the organisation of their calendar.
- Manage all correspondence and related confidential work for the SLT when appropriate.
- Lead the organisation and minuting of meetings on behalf of the Headteacher and the SLT.
- Provide hospitality and make arrangements for visitors as requested by the Headteacher.
- Support the administration and organisation of key events on behalf of the Headteacher and SLT.

- Provide agendas and record and minute SLT, appropriate Governor meetings across all the Bury Schools and other school meetings as directed by the Headteacher and the trust. This will include confidential meetings and the regular working of times beyond the school day including occasional evening work.
- Assist and work closely with the Headteacher, members of the SLT and other staff in the compiling, collating, completing of data returns including annual workforce census.
- Coordinate and oversee the production of the school communications from the school to parents, staff and other associated parties.

SCHOOL AND LOCAL GOVERNING COUNCIL(S)

- To organise hospitality and refreshments for all visitors as requested by the Headteacher.
- To organise and attend major school events eg, Awards' Evening, School Production, Open Day, Parents' Evening and organise all administrative details (invitations, seating plans etc.).
- To maintain an accurate database of all community partners and sponsors and ensure that they are regularly informed of school events.
- To produce agendas for whole school meetings and Senior Leadership Team meetings.
- To produce the school's bulletin and annual calendar.
- To maintain an accurate record of all fixed term and permanent exclusions and complete the termly record. To monitor exclusions in terms of gender, cause etc.
- To ensure accuracy and confidentiality of information produced relating to the administration of the school.
- To organise surveys and present findings for example, The Parent Satisfaction Survey.
- To act as Clerk to the Governors across the Trust.
- Arrange and clerk Governing Body meetings across the Trust – main and sub committees. Provide administrative and organisational support to the Governing Body.
- Oversee the school's website and social Media accounts.
- To log and communicate all fixed term suspensions and prepare, log and communicate any permanent exclusions.
- Take an active role in the implementation of the fire evacuation procedure.

RECRUITMENT AND RECORD KEEPING

- Liaise with the Central Office HR Team on the implementation of the trust's Recruitment Policy and Procedures.
- Lead the processing of recruitment of staff through the preparation and dissemination of letters, application packs and other such activities.
- Ensure all processes are followed correctly to satisfy the requirements of Safer Recruitment, including investigation of gaps in employment history, certificates and suitable documentation to satisfy Right to Work in UK legislation.
- Assist the Headteacher and members of the SLT with the advertising, recruiting, interviewing, appointing and onboarding of staff.
- To be safer recruitment trained.

HR ADMINISTRATION

- Have oversight of all matters relating to the effective implementation of HR matters.
- Effectively manage the personnel files of all staff both manually and electronically.
- Inform the Headteacher and Head of HR of issues relating to staff of the school.
- Produce relevant paperwork from recruiting through to conditional offer letters for newly appointed staff.

- Liaise with all new staff regarding any contractual issues or pay queries.
- Build and maintain an accurate MIS database for all staff in the school.
- Ensure emergency contacts and procedures are in place including for unexpected closure and in the event of a critical incident.
- Create and maintain spreadsheets / Arbor database for all staff absences/sickness in liaison with the Cover Manager.
- Maintain policies and procedures relating to HR in liaison with Head of HR.
- Manage all confidential communications related to personnel including references and DBS checks.
- Maintain Single Central Record and ensure that it is updated after each staff appointment and is reviewed regularly with the Headteacher and SLT.

OTHER RESPONSIBILITIES

- Champion the schools' values of 'striving for success, working together, respect for all and aspire for excellence'.
- Promote the trust's vision of 'Inclusion is at the heart of our trust'.
- Contribute to the wider life of the trust and the Oak Learning Partnership community.
- Be willing to contribute as a member of the extended first aid team.
- Carry out any such duties as may be reasonably required in the context of the role.

Records Management:

All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the trust's policies and procedures on records management.

This appointment is with Oak Learning Partnership. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Oak Learning Partnership Contract'

Personal Assistant to Headteacher Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • A*-B or 9-5 in English and Maths at GCSE. • Experience of working in a senior administrative role. • Experience of minuting meetings and undertaking follow up actions. • Experience of organising events. • Experience of liaising with committees, statutory bodies or agencies that provide oversight. • Experience of working in an educational setting. 		<ul style="list-style-type: none"> • A degree qualification. • Evidence of continuous professional development. • ICT or administration-related qualification. • Experience of drafting reports and preparing presentations. • Experience of successful project management and delivery. • Experience of undertaking a PA role for a senior leader.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Ability to work with a variety of partners and key stakeholders in an effective manner. • Strong interpersonal and team-working skills. • Excellent written and verbal communication skills - including the ability to draft concise and accurate reports for a range of audiences. • Ability to analyse data and produce management information. • Ability to deliver assigned projects on time and within budget. • Ability to monitor and evaluate projects against criteria. • Ability to work autonomously, prioritise conflicting demands and thrive under pressure. • Proficient ability in ICT – including all key Microsoft packages. • Ability to conduct and present research on a range of areas. • Excellent understanding of administrative procedures and systems. • Excellent understanding of Management Information Systems. • A willingness to work outside of school hours. 		
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none"> • Highly resilient and determined in the face of challenges. • A passionate belief in the trust’s vision of ‘Inclusion is at the heart of our trust’. • Commitment to support Oak Learning Partnerships agenda for safeguarding and equality and diversity. 		



Philips
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