

**PA to Headteacher**

**Salary: £30,296 - £33,945 (FTE)  
£29,099 - £32,604 (actual salary)  
Commencing 13<sup>th</sup> May 2024**

**Term time plus 2 weeks (40 weeks per year)**

**Monday to Friday, 8am – 4:30pm**

**(Flexibility will be required on occasion to provide support for other events or meetings)**

***Are you an enthusiastic and motivated individual who is seeking an  
exciting career opportunity where every day is different?***

At Watling Academy, we're not just a school—we're a vibrant community dedicated to embodying our core values of 'Respect, Responsibility, and Kindness' in everything we do. An exciting opportunity has arisen for an experienced, hardworking and reliable Personal Assistant to provide comprehensive and efficient support to our Headteacher. This is an exhilarating opportunity to be at the forefront of Watling Academy's growth and success.

We're searching for someone with a "can-do" attitude, who thrives in the face of challenges and isn't afraid to use their initiative. Confidence and effective communication skills are key, as you'll be interacting with a diverse range of stakeholders on a daily basis. The successful candidate will have an infectious enthusiasm and radiate positivity, as well as a strong sense of professionalism and discretion when handling confidential information. Above all, we're seeking someone who shares our passion for education and our commitment to fostering a caring and inclusive school community.

Join us at Watling Academy and you'll find a supportive environment where your ideas are valued, your growth is nurtured and your passion for education is celebrated. From professional development opportunities to the chance to make a real difference every day in our growing school community, the possibilities are endless.

**Watling Academy was judged as 'Outstanding' by OFSTED in May 2023** and is a purpose-built 11-18 secondary school in its fourth year of operation, located within the Whitehouse development on the western expansion area of Milton Keynes. The Academy will have 1800 students when at full capacity. Watling Academy is part of the Denbigh Alliance MAT.

The Denbigh Alliance has a track record of delivering academic success in subjects which offer students a real currency to progress into higher education or employment. We consistently outperform the Milton Keynes and national averages in terms of the results our students achieve. This academic success is built on the supportive, well-disciplined and dynamic learning environment we provide, which enables our students to focus on their studies. We believe that for a School to succeed there needs to be a genuine spirit of partnership between students, the School and parents.

We are a Maths Hub, Computing Hub and SCITT and amongst the best in the country in terms of raising standards, both within our Trust and in the schools that we support.

If you would like to join our team then please visit our website, [www.watling.academy](http://www.watling.academy) for more information and to download an application form. Application forms should be emailed to [hr@thedenbighalliance.org.uk](mailto:hr@thedenbighalliance.org.uk)

**Application forms only will be accepted - please do not send CVs.**

The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

E-mail: [hr@thedenbighalliance.org.uk](mailto:hr@thedenbighalliance.org.uk)

Headteacher: Mr I Bacon

**Closing date for applications: 9am Monday 15<sup>th</sup> April 2024**

**Interviews: 18<sup>th</sup>/19<sup>th</sup> April**



### JOB DESCRIPTION

Role Title	Department	Reports to
PA to Headteacher		Headteacher

### **PURPOSE**

The post holder will provide an efficient, confidential and comprehensive administrative and secretarial service to the Headteacher and the Local School Board (LSB). The post holder will be the Academy Lead for all Governance related matters, ensuring the Headteacher, Leadership team and Governing Body are kept informed of their responsibilities, deadlines and expectations of the Trust.

The post holder will be expected to actively model and promote the values and ethos of Watling Academy in accordance with the Associate Staff Standards and to perform across a diverse range of activities. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties.

### **DIMENSIONS**

Direct Reports	Budget Responsibility
None	None

### **PRINCIPAL ACCOUNTABILITIES**

- To act as first point of contact for the Headteacher, dealing with telephone calls and enquiries, ensuring that prompt action is taken and that the Headteacher is kept informed at all times.
- To provide a comprehensive administrative/secretarial support role to the Headteacher and Governors/LSB, including letters, correspondence, filing, producing reports, taking notes/minutes at meetings as required and undertaking the role of Clerk to the Governors.
- Keep abreast of the Headteacher's electronic diary, assessing priority of appointments and advising on reallocation, as necessary.
- Organise meetings and ensure that the Headteacher is well prepared for those meetings, preparing agendas, pre-meeting briefings and meeting papers.
- To liaise with parents, staff, local authority and other stakeholders on behalf of the Headteacher.
- Working alongside the Administration, Information and Communications Manager to provide quality control for all letters and correspondence sent to parents from the academy.
- To maintain accurate records of all pupil suspensions, prepare suspension letters and complete associated reports, as required.
- To plan and develop systems and procedures to ensure the efficiency and quality of the support provided to the Headteacher.

- To act as host to key visitors to the academy when required.
- To provide ad hoc administrative support for other members of the Senior Leadership Team when required.
- To provide additional support to the Academy, including and not limited to;
- Sickness Absence inputting and monitoring;
- Assisting with recruitment campaigns, including writing adverts, preparing job descriptions amongst other tasks;
- supporting with the checking of, distribution and collection of contract information and pay ranges
- Monitoring return of Performance Appraisals
- To carry out any other reasonable duties as requested by the Headteacher or the Denbigh Alliance.

## PERSON SPECIFICATION

Qualifications/Education/Training	<ul style="list-style-type: none"> <li>• Grade C and above in GCSE Mathematics and English (or equivalent) (Essential)</li> <li>• NVQ Level 3 in Business Administration or equivalent (Desirable)</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Previous experience of working in a School or the desire to work with young people (Desirable)</li> <li>• Previous experience working as a Personal Assistant or senior administrative role (Essential)</li> <li>• Experience of SIMS in School environment (Desirable)</li> <li>• Extensive knowledge and experience of Word and Excel (Essential)</li> <li>• Experience of using Microsoft packages (Essential)</li> <li>• Experience of reviewing existing ways of working and bringing about change to improve overall effectiveness and the service (Essential)</li> <li>• Understanding of the basics of Data Protection Legislation (Essential)</li> <li>• Human Resource administration experience (Desirable)</li> </ul>
Technical/Business Skills/Ability	<ul style="list-style-type: none"> <li>• Excellent administration and organisational skills (Essential)</li> <li>• Able to establish priorities and work to tight deadlines (Essential)</li> <li>• High levels of accuracy and attention to detail (Essential)</li> <li>• The ability to draft complex correspondence and, the ability to converse with a diverse range of people at all levels (Essential)</li> </ul>

Particular Aptitude/Personal skills Required	<ul style="list-style-type: none"> <li>• Professional communicator at all levels, capable of multitasking and delivering to strict deadlines (Essential)</li> <li>• Ability to maintain the highest degree of confidentiality at all times (Essential)</li> <li>• The ability to be flexible and handle varied levels of pressure with consistent ability to meet deadlines (Essential)</li> <li>• Excellent interpersonal and communication skills (Essential)</li> <li>• Flexible to meet the needs of the School (Essential)</li> <li>• A keen, positive and enthusiastic team player who is approachable and amicable (Essential)</li> <li>• Excellent initiative, enthusiasm and commitment (Essential)</li> <li>• Works with minimal supervision and is able to make decisions when necessary and appropriate, escalating to Headteacher when necessary (Essential)</li> </ul>
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### Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

### Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....