



North East
Learning Trust

WE'RE LOOKING FOR
**A PA TO THE SENIOR
LEADERSHIP TEAM**
TO JOIN OUR TEAM

PA to the Senior Leadership Team

Required as soon as possible

Salary: SCP 12 – 17 £21,589 - £23,836 (actual salary £19,021 - £21,000)

37 hours per week, Term time plus 10 additional days

We are looking for a flexible and enthusiastic individual to take on a wide-ranging and interesting task load in a high-paced, varied, demanding and exciting environment. This appointment will be based in Ashington Academy where we have an exciting opportunity for you to join a school that is undergoing real change.

The successful candidate will provide support in a one-to-one capacity; support the senior leadership team; and receive extensive exposure to the workings of the senior management of the school. The ability to multi task and prioritise your workload will be essential, whilst maintaining the highest level of confidentiality.

The successful applicant will be joining a school where staff are supportive, valued and work together as part of a team. They should be willing to be flexible, fully embrace school life, be driven and have excellent communication skills.

Deadline:

Tuesday 25 June 2019

Interviews will take place week commencing 1 July 2019.

All visits to the school are strongly encouraged.

Please contact **Jade Hutton** on **01670 822625** to arrange a visit.

How to apply:

Application forms should be completed and returned with a supporting letter of no more than two sides of A4 to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.

Job description

Responsible to

Executive Headteacher

Job purpose

To provide administrative support for the Executive Headteacher, Head of School and Senior Leadership Team.

Duties and responsibilities:

- To provide a confidential and professional/personal service to the Executive Headteacher and Head of School.
- To provide the highest levels of administrative support to the Senior Leadership Team.
- To work on a variety of high order, confidential tasks, meeting exacting deadlines.
- To organise meetings for the Senior Leaders both internally and externally, preparing resources as required.
- To take minutes of Senior Leadership meetings and ensure their timely distribution.
- To co-ordinate the weekly mailer.
- To manage all Freedom of Information requests in school and ensure that they are responded to in line with statutory guidance.
- To coordinate the administration of all school appointments in line with NELT HR policies and procedures.
- To liaise with the NELT Governance Manager to ensure the smooth running of all Local Academy Council meetings and committees.
- To liaise with the Director of HR and Support Services Manager and provide administration support in relation to HR matters.
- To receive and deal with visitors, as appropriate, and organise refreshments if required
- To coordinate any Awards ceremonies and presentations as appropriate.
- To assist with the preparation of the Headteacher's report to governors.
- To manage the Single Central Register, update, maintenance and in line with safeguarding legislation.
- First point of contact in school for complaints, taking initial details, directing to the

- Senior Leadership Team and responding as necessary.
- Flexibility around working hours.

General

To be a part of the Support Services Team

Work Arrangements

Transport requirements

Required to use own transport to attend meetings on occasion

Working patterns

Normal agreed hours but need flexibility, when necessary.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You therefore have a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.



Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none">• NVQ Business Administration level 3 or equivalent• Knowledge of core administrative functions in an educational setting• Excellent literacy and numeracy skills	<ul style="list-style-type: none">• Relevant qualification in office administration and/or ICT applications• Knowledge of Freedom of Information regulations
Relevant experience	<ul style="list-style-type: none">• Experience of working in an administrative/customer services setting• Experience of working in a busy pressurised environment• Proven tact and diplomacy when dealing with children and adults	<ul style="list-style-type: none">• Relevant experience in a school/educational setting
Aptitude and skills	<ul style="list-style-type: none">• Well-developed negotiation skills• Ability to follow instructions and work to deadlines• Sound communication skills, both written and verbal• Ability to work with minimal supervision to tight deadlines• Precision and speed required when maintaining all records• Excellent administrative skills, including organisation and interpersonal skills• Ability to use relevant ICT applications e.g. MS Word, Access, Excel• Ability to maintain high levels of confidentiality• Ability to prioritise task	<ul style="list-style-type: none">• Working knowledge of SIMS

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.