



Orchard Park
High School

Headteacher's PA Recruitment Pack

**ALWAYS
LEARNING**



Welcome

Thank you for taking an interest in working at Orchard Park High School, one of the most successful schools in the area.

We are thrilled to share with you this exciting opportunity to join us as Headteacher's PA and we are pleased to give you some information about our school community, which is aspirational, welcoming and supportive. Our standards are high, classrooms are disruptive free, pupils are polite and courteous and our staff are completely committed to our young people.

We are outward looking and we invest heavily in our staff. We are committed to recruiting colleagues who have a passion for their subject and who want to work in a vibrant multicultural school which is innovative, forward thinking and research informed in its approach to education.

Orchard Park High School is proud to be part of the Greenshaw Learning Trust; a family of schools who hold a shared vision and set of values for education and learning.

Please do visit the Greenshaw Learning Trust website for more information:

www.greenshawlearningtrust.co.uk.

Our own school website will also provide further information about our school www.orchardparkhigh.co.uk.

Mission Statement

Our mission statement declares

"We are ambitious for our school and its students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background"

We pride ourselves on our positive ethos which drives the personal development, academic achievement and wellbeing of every individual in our care. As a vibrant learning community, we offer a learning journey which seeks to offer our students the very best chance of success during their time with us, and beyond. Our focus on daily reading, academic progress, character development and community spirit is palpable. When you visit our school, you will find that our students are challenged, inspired and encouraged to reach their full potential, regardless of ability.

To us, kindness, integrity and respect are non-negotiables. It is these qualities which underpin our school community and help it to function as a safe and happy place for all, in which we learn and grow together.

Vision and Values

Our school community is built on the core values of: **Drive, Collaboration, Excellence and Integrity**

We encourage all staff, students, parents and carers to support these values in everything we do. We also have a clear understanding and acceptance of the conditions required for effective learning to which we all subscribe and commit to.

They are:

- High expectations of academic success leading to GREAT outcomes for our young people
- High quality teaching and support delivered by passionate, dedicated and specialised staff who are at the forefront of pedagogical development
- Exceptional standards of behaviour to support learning and teaching
- A highly effective pastoral system that builds relationships necessary for achievement
- A curriculum that meets the needs of all students
- Well maintained buildings and resources that enhance learning

Orchard Park High School is a thriving, wonderful school, and we look forward to working and learning with you over the coming years.

We take career progression seriously and support our staff to develop leadership experience during their time with us. We offer an excellent CPD programme which focuses on the individual needs of our staff members as well as our core school priorities, making us stronger independently and as a school community.

If you feel you have the passion, experience and commitment to the best educational experiences then please read on.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We warmly invite applications from candidates of all backgrounds, whose personal qualities, values and experiences support and reflect ours. We also welcome visits or conversations with prospective candidates. To arrange a tour or a confidential phone call, please contact Maria Erotokritou on merotokritou@greenshawlearningtrust.co.uk.

Yours sincerely,



Carly Moran
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,700 people and educates over 16,750 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Headteacher
Contract:	Permanent
Salary:	NJC Pay Scale Grade 6 Points 18-20 (£32,925- £33,957)
Hours of Work:	Full Time. 36 hours per week - working pattern will be Monday to Friday: 8am to 4pm, with flexibility required at times.
Place of Work:	The successful post holder will be based at Orchard Park High School
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	<p>Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme</p> <p>Details of the Teachers' Pension Scheme are available at: https://www.teacherspensions.co.uk</p>
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Headteacher's PA

Job Purpose

To provide a comprehensive and fully confidential secretarial and personal assistance service to the Headteacher and to be the main contact between the Headteacher and all personnel, both within the school and in relation to other organisations.

The following outlines the duties required for the time being for this post. It is not a comprehensive or exclusive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility required.

Specific Responsibilities - The successful candidate will:

- Make appointments and plan/co-ordinate the Headteacher's personal diary
- Support the Headteacher on a day-to-day basis, anticipating actions by being organised, proactive and flexible
- Manage the Headteacher's post and process accordingly
- Produce and distribute agendas for SLT and Line Management meetings, taking minutes as required
- In the absence of the Headteacher, deal with queries in an effective and timely manner
- Deal with all correspondence and letters for and from the Headteacher
- Produce high quality school publications/ documents/reports and presentations as required
- Dealing with children with a warm and firm approach
- Ensuring deadlines are met by the Senior Team and the Headteacher
- To have oversight of the Headteacher's emails and prioritise responses
- Corresponding and liaising with Governors and other Headteachers as necessary
- To follow up on actions from SLT meetings and Line Management to ensure timely completion
- To be the main contact for Greenshaw Learning Trust (Link Co-ordinator)
- To manage the exclusions process
- To manage complaints

Communication

- To welcome and look after all visitors to the school
- To coordinate the visits of GLT and local authority
- To assist people in a helpful and diplomatic manner
- To screen telephone calls/ enquiries/ requests and handle them appropriately
- Deal with parent/ other stakeholder queries, deciding what action needs taking and by whom
- Produce the school's annual calendar, keeping it up to date and accurate

Governors

- Be first point of contact for Chair of Governors and Governing Committee
- To respond to Governors' requests and to organise Governor visits
- To produce reports and collate information needed for the Headteacher's reports when required
- To assist the HT in producing/formatting all Governor papers
- To produce paperwork and relevant packs for IRP hearings, Permanent Exclusions, Governing Body Committees, Complaints meetings etc
- To arrange link GB visits in line with School Improvement Plan updates

General

- Manage the school website
- Arrange school visits for Headteacher and members of the Trust and produce their schedules
- Proof read all documentation sent to our families
- Supervision of pupils during transition points in the school day and on duty points
- Designated Lead Fire Marshall
- Be prepared to take an active role in our Parents' Evenings, Open Mornings and other events hosted by the school

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change. The post holder may well be handling information of a highly confidential nature; it is essential he/she is aware of the need for discretion.

Person Specification

	Essential	Desirable
Qualifications and training		
A good standard of general education which must include at least a C grade in English and Maths	✓	
Evidence of personal commitment to CPD.	✓	
Experience		
Have experience of working at Personal Assistant or equivalent level		✓
Experience of working within a Secondary school/ Education setting In an administrative role		✓
Experience of managing Governing Body papers & pupil records		✓
Experience of diary and correspondence management	✓	
Skills and knowledge		
An excellent level of IT ability with Windows and Microsoft Office, including Word, PowerPoint, Excel and Google suite of applications.	✓	
Excellent interpersonal skills with both adults and children.	✓	
Be able to communicate clearly, both written and orally.	✓	
Demonstrate an ability to plan, prioritise and deliver to tight deadlines	✓	
Ability to produce accurate notes/minutes of meetings	✓	
Have good working knowledge of Bromcom		✓
Excellent organisational skills and experience in arranging meetings and events	✓	
Personal attributes		
Have a willingness to extend skills through appropriate training.	✓	
Ability to work both independently and collaboratively.	✓	
Commitment to working within the School's Safeguarding Policy and Procedures.	✓	

Personal attributes Continued...	Essential	Desirable
High levels of professional integrity, energy and enthusiasm.	✓	
Commitment to high standards and expectations.	✓	
Demonstrate methodical approach and strong attention to detail.	✓	
An ability to quickly adapt to changes	✓	
Be willing to assist in School Open Evenings and other out of hours' events.	✓	

The Application Process

How to Apply

The completed online application form should be accompanied by a statement of suitability of no more than two sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. CVs should not be submitted.

Applications must be received no later than **10am on Friday 1 March 2024**. Applications received after the deadline will not be considered. Shortlisting will then take place on this day.

Please note: The school reserves the right to close the vacancy early in the event of a large number of applications.

Interviews

Interviews will be held on **Wednesday 6 March** and the process will consist of a formal interview and task.

Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

Taking up post

The successful candidate will receive verbal and written notification of our offer, taking up the post **as soon as possible**

Additional Information

Should you require any additional information, please contact Maria Erotokritou on merotokritou@greenshawlearningtrust.co.uk.

We look forward to hearing from you.

The Orchard Park Team

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.