



Recruitment Pack

Personal Assistant to the Principal

“Attitudes to learning are good and students work hard. They are fiercely proud of their school, come well prepared for lessons, enjoy taking part”

OFSTED



Advert for the position of Personal Assistant to the Principal

Full Time 37 hours per week

Working hours 8:15am to 4:15 pm Monday to Thursday and 8:15 am to 3:45pm on Fridays. Term-time plus 2 weeks

Band F: SCP 17 – 23 FTE Salary: £28,770 - £32,076

Actual Salary: £24,636 - £27,467

Required as soon as possible

Flixton Girls School are looking to appoint a dynamic, organised, calm and personable individual to provide a high standard of confidential administrative support to the Principal and Senior Leadership Team.

This is a role which will involve liaison and engagement with a range of stakeholders both externally and internally. The successful candidate will be expected to communicate effectively verbally and in writing and exercise tact and diplomacy.

At FGS, and within the Vantage CE Academies Trust family, we inspire students and staff to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment, and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve their personal best.

We are looking for someone who wants to contribute meaningfully to a forward thinking, high achieving, “can do” work culture, and who is willing to be creative and collaborative about their role to help us ensure that each individual at FGS has the opportunity to excel.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

We warmly encourage visits to our school. Please contact us on 0161 960 0160, visit our website at: <https://www.flixtongirls.com> or email flixtongirls@vantageacademies.co.uk

To apply for this role please visit our Trust website at www.vantageacademies.co.uk

<https://vantageacademies.co.uk/staff-careers/current-vacancies/>

You can also follow us on Twitter @vantageAcдеми1.

If you have not heard from us within three weeks of the closing date, regretfully you must assume that your application has not been successful on this occasion, in which case the Trust would like to thank you for your time and interest in the school.

The Vantage CE Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in the commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

Closing Date: 9am on Wednesday 3rd January 2024

Interview Date: Week commencing 8th January 2024

VANTAGE CE ACADEMIES TRUST

Flixton Girls School is a member of the Vantage CE Academies Trust family of schools. We are incredibly proud of our outstanding schools and staff who go above and beyond for our families every day. To find out more about what we have achieved as a Trust family over the last year, take a look at our Impact Report.

<https://vantageacademies.co.uk/about-us/impact-report/>

Vantage is a mixed CE Multi Academy Trust, which recognises and supports the individual ethos of non-faith schools; we are currently made up of six Church of England schools and four community schools.

The Trust operates across a diverse geographical area in the Northwest of England, from mono cultural areas to those with high levels of diversity, across three hubs in Knowsley, Bolton, and Manchester. These local hubs bring the added benefit of specialist teachers and communal headship, as well as further support and accessible advice.

We are incredibly proud to have been named as a 3 Star, World Class company based entirely on our employee's feedback in the B-Head Best Companies Survey. In addition to achieving the highest possible standard of recognition by Best Companies, Vantage Academy Trust also achieved the following recognition:

- Education and Training's 25 Best Organisations to Work For: Vantage CE Academies Trust is now the 7th Best Education and Training Company to Work For in the UK
- The North West's 100 Best Companies to work for: Vantage CE Academies Trust is the Top 40 Best Companies of Any Size to Work for in the North West
- The UK's Best 100 Large Companies to Work For: Vantage CE Academies Trust is the 51st Best Large Company to Work for in the UK

You can find out more about the Best Companies lists and our Trust profile here:

<https://www.b.co.uk/companies/vantage-academy-trust>

Job Description

| | |
|--------------------|--|
| Job Title: | PA to the Principal |
| Reports to: | Principal |
| Contract: | Permanent, Full Time 37 hours per week Term Time Plus 1 week |
| Salary: | NJC Pay Spine Grade F Points 17 – 23 £28,770 - £32,076 FTE Actual Salary: £24,636 - £27,467 |
| Start Date: | As soon as possible |

Overall Purpose of the Post:

The main purpose of the post is to provide a high standard of confidential administrative support to the Principal and the Senior Leadership Team.

This is a role which will involve liaison and engagement with a range of stakeholders both externally and internally. The post holder will be expected to communicate effectively verbally and in writing and exercise tact and diplomacy.

This is a role which will also involve working alongside the admin team providing additional administrative support for school including; comms and marketing duties via social media and other online platforms and support in the organisation of whole school events.

This role falls under the remit of the Business Administration Team and the postholder will be expected to work as part of this team.

Key relationships:

Operational staff, colleagues within the Trust, the Principal and Senior Leadership Team (SLT), teaching staff, other support staff, students, parents, governors, and outside agencies.

This job profile includes the principal responsibilities of the post. However, the post will evolve. The postholder will be required to adopt a flexible approach in order to meet the changing needs of the school.

Responsibilities:

- To organise the Principal's diary and all appointments, arrange meetings and visits both internal and external.
- Arrange hospitality for the Principal's meetings including booking of relevant rooms, refreshments and equipment as necessary.
- Use initiative to prioritise items for the Principal ensuring effective use of their time
- Maintain records of school Governors and liaise with The Governor Hub as necessary and organising meetings and disciplinary panels when necessary
- Assist the Principal in the production of governor paperwork including liaising with The Governor Hub to ensure the local governing body receive relevant paperwork in a timely manner
- Attend meetings to support the Principal for the purpose of minute taking and be proactive in ensuring any follow up actions are dealt with by the appropriate member of staff
- Produce accurate and timely reports, letters, minutes, policies, memos etc. in accordance with the Principal's requirements.
- Open and filter all incoming mail to the Principal redistributing items as necessary
- Ensure all mail is dealt with promptly
- Be responsible for taking the Principal's telephone calls, public and internal, redirecting as necessary, filtering calls to the Principal to ensure effective use of their time
- Attend daily meeting with Principal to review priorities and communicate urgent messages
- Arrange reprographics work and distribution as necessary
- Maintain efficient and effective filing systems
- Produce confidential materials for the Principal

- Monitor and record an effective complaints log ensuring that any complaint received is dealt with in a professional and timely manner
- Provide general secretarial support for other members of the Senior Leadership Team when required
- Be first response for Principal queries and decide whether to refer to another member of staff initially
- Deal with queries from parents and decide what action needs to be taken and whether to refer the matter to another member of staff
- Assist in the development of whole school data systems and in data retrieval and analysis if requested
- Take and upload notes in staff briefings
- To independently produce a range of whole school material as required drafting documents including letters, reports and publications
- To liaise, with tact and diplomacy with other school staff, visitors, parents, the local community and other external agencies
- To support the school with administrative tasks, such as comms and marketing, social media and whole school events

General Requirements:

- To Undertake necessary training associated with the post
- To ensure that duties and responsibilities are carried out in accordance with school policies
- To undertake any reasonable duties as requested by the Principal or nominated delegate
- To maintain confidentiality of information acquired in the course of undertaking duties
- Attend meetings, training sessions, after-school events and courses as required
- Carry out all duties with regard to the school's policies and in compliance with the school's Equal Opportunities, Health & Safety and Code of Conduct procedures.
- Attend training sessions, after-school events and courses as required
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date
- Maintain a positive ethos
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

Person Specification – Personal Assistant to the Principal

| | | Assessed by: | | |
|---------------------------------|---|-------------------------|---------------------|--------------------|
| No. | CATEGORIES | Essential/ Desirable | Application Form | Interview/ Task |
| QUALIFICATIONS | | | | |
| 1. | Minimum GCSE C Grade (or equivalent) in English & Maths | E | ✓ | |
| 2. | NVQ Level 3 in equivalent in relevant field or qualification by experience | E | ✓ | |
| KNOWLEDGE AND EXPERIENCE | | | | |
| 3. | Demonstrable experience in an administration/PA role in a highly pressurised environment requiring tact, judgment, and discretion in handling internal and external contacts | E | ✓ | ✓ |
| 4. | Experience of working within an education setting | D | ✓ | ✓ |
| 5. | High standard of numeracy and literacy skills ensuring effective written communication and reporting | E | ✓ | ✓ |
| 6. | Excellent communication skills both written and oral, with evidence of effective interaction with and ability to relate to all stakeholders within the school and wider community | E | ✓ | ✓ |
| 7. | Experience of using appropriate software including Microsoft Office, Google, and school MIS (Arbor & CPOMS) | E | ✓ | ✓ |
| 8. | Experience of events planning/ organising | E | ✓ | ✓ |
| 9. | Effective planning and organisational skills | E | ✓ | ✓ |
| 10. | Minute taking and report writing skills | E | ✓ | ✓ |
| 11. | Good general understanding of issues facing schools and the administrative provision they necessitate | D | ✓ | ✓ |
| BEHAVIOURS AND VALUES | | | | |
| 12. | Ability to use professional judgement when providing responses on behalf of and without reference to the Principal / SLT when required | E | ✓ | ✓ |
| 13. | Ability to present a friendly and professional image whilst maintaining a sense of calm | E | ✓ | ✓ |
| 14. | Integrity and sound professional judgement | E | ✓ | ✓ |
| 15. | Willingness to operate as part of a team, carrying tasks out beyond the job description when occasion demands or opportunities exist | | | |
| 16. | Ability to show sensitivity and objectivity in dealing with confidential issues | E | ✓ | ✓ |
| 17. | Tact and diplomacy in interpersonal relationships with all stakeholders | E | ✓ | ✓ |
| 18. | To be flexible, to be able to adapt to changing workload demands and able to prioritise appropriately | E | ✓ | ✓ |
| 19. | Ability to respond proactively to unexpected problems and situations | E | ✓ | ✓ |
| 20. | Flexibility and willingness to put in extra hours when required to support school events or meetings | E | ✓ | ✓ |

Welcome to Flixton Girls School

There has never been a better time to join Flixton Girls School. At FGS we inspire students to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment, and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve their personal best.

Flixton Girls School was founded in 1933 and on 1st September 2022 the school became tenth school, and the first secondary school, to become a member of Vantage CE Academies Trust whose mission is to support and encourage the work of academies in the Trust through the excellent education of children and young people.

At FGS we are specialists in girls' education providing a nurturing, supportive and challenging environment where girls excel. Exceptional opportunities allow students to develop their individual characters and talents and to fulfil their dreams and aspirations. We welcome girls of all abilities, interests, and aptitudes. At FGS everyone is special.

In choosing FGS you will be joining a school that is well respected in its local community and has a national reputation for work in many areas.

If you feel you have the relevant credentials to join our successful team, please complete your application paying particular attention to the job description and person specification, demonstrating how you meet the requirements as this will be used to shortlist candidates through to the next stage in the process. I look forward to receiving your fully completed application form via Face-ED by 9am on Wednesday 3rd January 2024.

During the interview you may be asked specific questions on any discrepancies or gaps in your application form.

Thank you for showing an interest in joining Flixton Girls School and good luck with your application.

Danni Tedford BSc and NPQH
Acting Principal

Our Founding Principles

At FGS we inspire students to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve their personal best.

Aspiration

Aspiration, the first of our founding principles is vital in instilling in each student the desire to be successful in their chosen field and to have high ambition for the future. Our highly qualified and dedicated staff team deliver rich experiences and opportunities that enable each student to find and develop their talents. We work hard to ensure that they are aware of the opportunities available to them and that they are fully supported to achieve their goals. Our curriculum together with our wide and varied enrichment programme introduces students to many new activities and is underpinned by a commitment to the development of self-confidence, self-worth and a love of learning.

Empowerment

Empowerment, the second of our founding principles, ensures that each student is equipped with the skills and abilities they need in order to achieve success. At FGS we believe that the empowerment of a young person is the key to their future happiness and success, as well as to the future of our community and our society.

Excellence

Excellence, our third founding principle, permeates our actions and drives ambition; the unlimited ability to do ordinary things extraordinarily well. Students at Flixton Girls School are proud of their school and benefit from our deep commitment to traditional standards, courtesy and respect, leading to outstanding achievements and academic success.

Our values

All in our school:

- Nurture ambition and recognise talent
- Develop abilities
- Respect and value each other
- Celebrate diversity and achievement
- Promote self-belief, confidence and a 'can-do' attitude
- Promote healthy lifestyles and participation in physical activity
- Provide stretch, challenge and support
- Encourage reflection
- Pursue and achieve excellence