



**PA to Chief Executive Officer (CEO)  
and Trust Office Manager**

**Candidate Information Pack – July 2020**

**Closing date: 12 noon on Friday, 31<sup>st</sup> July 2020**

**Interview date: Thursday, 6<sup>th</sup> August 2020**

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# Welcome To Bradford Diocesan Academies Trust

Dear Candidate

Thank you for taking your time to download our application pack and expressing your interest in the post of **PA to Chief Executive Officer (CEO) and Trust Office Manager** at Bradford Diocesan Academies Trust (BDAT).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within BDAT.

Within the pack, you will find a job description, a person specification, a brief summary of the Trust and details of how to apply for this post, should you choose to make an application.

The PA role is a hugely important role, critical to the smooth running and leadership of the Trust. This role requires someone with high-organisational skills, good personal skills and above all, someone interested in playing a big part in a small central MAT team.

You can find further information about us:

- on our website at [www.bdat-academies.org](http://www.bdat-academies.org),
- on twitter at [#wearebdat](https://twitter.com/wearebdat)
- or by contacting us direct at [recruitment@bdat-academies.org.uk](mailto:recruitment@bdat-academies.org.uk)
- or calling [01274 909120](tel:01274909120).

I wish you every success with your application and look forward to meeting you in the near future.



**Carol Dewhurst OBE**  
**Chief Executive Officer, BDAT**

# Advertisement

## PA to Chief Executive Officer (CEO) and Trust Office Manager

We are looking to appoint a highly experienced and efficient PA with excellent organisational and communication skills to support the CEO and BDAT Executive Team.

The post holder will support, organise and manage administration, support systems and other activities that enable the effective running of the Trust. This will include PA and secretarial support to the Trust CEO and for other members of the Executive Team.

Hours of work are flexible to meet the needs of the Trust but will not routinely exceed 37 hours per week. Occasional evening work is expected.

<b>Reporting to:</b>	Chief Executive Officer
<b>Accountable to:</b>	Chief Executive Officer
<b>Duration of Post:</b>	Permanent (on successful completion of 3-month probation)
<b>Work Commitment:</b>	Full time (37 hours per week) all year round
<b>Holiday:</b>	Annual Leave 30 days, plus 8 statutory days. It is expected that most holiday will be taken during school holiday periods.
<b>Salary:</b>	SCP27 - SCP34 (currently £30,507- £36,876)
<b>Start date:</b>	September 2020 (or as soon thereafter)

*To find out more please visit our website, where you can download a candidate information pack and an application form. <http://www.bdat-academies.org/vacancies>*

Interested candidates are invited to contact Carol Dewhurst, CEO, via email to arrange an informal discussion [barbara.blackham@bdat-academies.org](mailto:barbara.blackham@bdat-academies.org)

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We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the BDAT website [www.bdat-academies.org/bdat-business/bdat-policies/](http://www.bdat-academies.org/bdat-business/bdat-policies/)

## Our mission, vision and values

### **BDAT's mission is:**

*"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".*

### **Our rationale or reason for doing this is:**

*"... because we believe that every child has only one chance at a good education".*

### **Our vision is:**

*"That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford."*

**The Trust, our family of schools and our pupils are driven by a set of shared values which guide how we operate, how we teach and how we support each other.**

# About BDAT

## **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company.

BDAT was set up in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

## **The mission statement of BDAT**

*“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.”*

In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

## **Trust development and growth**

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of November 2018, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We envisage 2018-19 will be a year of further consolidation.

To view our latest plan and priorities for 2018-19, or for more information on BDAT, visit [www.bdat-academies.org](http://www.bdat-academies.org) or visit [#wearebdat](https://twitter.com/wearebdat)

## **Our Christian ethos**

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies.

Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non-Church of England Schools, as well as those within the faith.

# Job Description

## PA to Chief Executive Officer (CEO) and Trust Office Manager

The PA to the CEO and Trust Office Manager will support, organise and manage administration, support systems and other activities that enable the effective running of the Trust. This will include PA and secretarial support to the Trust CEO and other members of the Executive Team.

The majority of work will support the delivery of the Trust business plan, however some Academy based work may be required to support individual Academies.

Line management will be through the CEO of the BDAT Trust although some task management and support may be requested by the Chair of the Trust.

The PA to the CEO and Trust Office Manager will work in areas such as diary management, communications, governance support and general office management duties. There may also be some specific support for specialist functions such as finance or human resources.

### Typical work activities

**1. Acting as PA to the CEO, including but not limited to:**

- Diary management.
- Call handling.
- Drafting and sending letters.
- Spreadsheet work.
- Email management.
- Dealing with confidential matters.
- Collation of data.
- Specific project related tasks to support the CEO work, e.g. event organisation.
- To manage central staff HR records, particularly around holiday and sickness leave.
- Responsible for the Single Central Record (SCR) and carrying out of DBS checks for all central staff.
- Manage and maintain the Staff Absence Management (SAM) software.
- To lead on any central team recruitment (non-education) and support Headteacher appointments if necessary, including pre-employment and post-contractual papers.
- Assisting with recruitment, publicity and marketing activities.
- Providing administrative support to the BDAT Executive Team, where appropriate.
- Full responsibility for the BDAT website and social media channels including ensuring all content and data is updated in a timely and accurate manner as the business develops, and there is a full half-termly review across the site to ensure compliance and accuracy.
- Organising and facilitating a variety of educational or social activities, e.g. BDAT annual staff conference.
- Using information systems and preparing reports and statistics for internal and external use.
- Participating in the development of future information systems.

- Contributing to policy and planning.
- Purchasing goods and equipment, as required, by the most cost-effective method.
- Liaising with other administrative staff, academic colleagues and students with the Academies.
- Liaising with partner institutions, other institutions, external agencies, government departments and prospective students.
- Occasional project work to support key areas of business development or within schools.

## **2. Office management**

- To oversee and manage the running of the central office and logistics.
- To manage the cleaning contract.
- To look at options for catering and procure a reasonable deal.

## **3. Line Management**

- Line manage the BDAT Receptionist/Administrative Assistant.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

## Person Specification

Attributes	Essential	Desirable
Knowledge, qualifications and experience	<ul style="list-style-type: none"> <li>• Successful experience of working in a school as a PA or other admin support.</li> <li>• Experience of academies and schools.</li> <li>• Able to demonstrate a willingness to attend appropriate training and development and evidence of relevant personal and professional development.</li> <li>• Evidence of working in an environment where experiences included taking initiative and self-motivation as well as teamwork.</li> <li>• Experience of MS Office products e.g. Word, Excel, PowerPoint, Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement with, and understanding of wider educational partnerships spanning the primary, secondary and local authority sectors, e.g. TSAs, MATs or the Diocese.</li> <li>• Experience of working in a Church of England school and demonstrable understanding of Church school distinctiveness.</li> <li>• Experience of MS Office 365 package.</li> </ul>
Academic	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs including Mathematics and English grade C or above (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• Higher level qualifications, e.g. A level (or equivalent), degree.</li> <li>• NVQ/BTEC/City and Guilds qualification (or equivalent) in a related discipline.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Good listening, oral and literacy skills.</li> <li>• Ability to organise time and work to deadlines.</li> <li>• Record keeping, information retrieval and dissemination data/documentation, to the governing body and relevant partners.</li> <li>• Good attention to detail.</li> <li>• Writing agendas and accurate concise minutes.</li> <li>• ICT, including keyboard skills.</li> <li>• Organising meetings.</li> <li>• Using the internet to access relevant information.</li> </ul>	<ul style="list-style-type: none"> <li>• Developing and maintaining contacts with outside agencies, e.g. departments of the LA, Church, Authorities and the DfE.</li> <li>• Knowledge of academy and governing body procedures.</li> <li>• Knowledge of educational legislation, guidance and legal requirements.</li> <li>• Knowledge of the respective roles and responsibilities of the governing body, the Headteacher, the LA, Church Authorities and others.</li> </ul>
Personal attributes	<p><b><u>All Essential Criteria</u></b></p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and manage multiple deadlines.</li> <li>• Person of integrity.</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to remain impartial.</li> <li>• Have a flexible approach to working hours.</li> <li>• Be sympathetic to the needs of others.</li> <li>• Have an openness to learning and change.</li> <li>• Have a positive attitude to personal development and training.</li> <li>• Have good interpersonal skills.</li> <li>• Be supportive of the Christian faith and values of the Trust.</li> </ul>	

Special requirements	<p data-bbox="371 197 643 226"><b><u>All Essential Criteria</u></b></p> <ul data-bbox="371 237 1353 385" style="list-style-type: none"><li data-bbox="371 237 1353 309">• Ability to work at times convenient to the Trust requirements including occasional governing body meetings, including evenings.</li><li data-bbox="371 315 847 344">• Ability to travel to the meetings.</li><li data-bbox="371 351 1094 385">• Available to be contacted at mutually agreed times.</li></ul>
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## How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

### **Applications**

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

### **Shortlisting**

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### **References**

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

### **Interview Process**

The interviews will be held at the BDAT Trust office. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

### **Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

**Offer of Employment**

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

**Probationary Period**

The post is subject to a three-month probationary period. On successful completion of probation, the post will become permanent.

**Timeline**

Closing date: 12 noon on Friday, 31<sup>st</sup> July 2020

Interview date: Thursday, 6<sup>th</sup> August 2020

**Please return your completed application form via email to: [recruitment@bdat-academies.org](mailto:recruitment@bdat-academies.org).**