



Recruitment Pack

PA/SLT Administrator

Park Lane Academy

Required: ASAP

Actual Salary: £21,857.97 (Grade 5, Scale Point 12)

37 Hours, Term Time plus 10 days

Dear Colleague,

Thank you for expressing an interest in this post.

We are seeking an enthusiastic **PA/SLT Administrator** to provide a confidential secretarial, clerical and administrative service to the Principal and Senior Leadership Team (SLT). In this role, you will be a key member of our Business Support Team, providing a professional first-rate service to promote the vision, values, culture and policies of the Academy and Trust, to support prospective students and staff at the Academy.

Park Lane Academy is on an exciting journey, as part of the South Pennine Academies Trust, the improvements we have made over the last two years are significant and we are looking to continue this with your appointment to our team.

Staff, students and parents all agree Park Lane is a great place to work and learn.

Please see our website www.parklane.org.uk. And our social media pages to learn more about life at PLA.

If you would like to discuss the role in more detail or visit to see the academy in action, please contact Mr Stuart Hillary, Principal, on hillarys@parklane.org.uk.

If you are committed to improving the life chances of children and think that you are right for this position then we look forward to receiving and reading your application.

Best Wishes

Kash Rafiq

Executive Principal



Stuart Hillary

Principal





Joining South Pennine Academies

· **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure - <https://www.southpennineacademies.org/Professional-Development-at-SPA/>

· **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.

· **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.

· **Free Will Writing Service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.

· **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.

· **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

Academy Overview

Park Lane is a vibrant and welcoming secondary academy. We are part of a highly successful and supportive Trust, enjoying the benefits of effective collaboration through working in partnership with the eleven academies and Huddersfield Horizon Scitt that make up the trust.

Based 3 miles out of Halifax Town Centre, in Exley; the academy buildings and grounds offer an exceptional modern learning environment and facilities, yet with the countryside literally on our doorstep meaning we can provide a wealth of additional curriculum enrichment opportunities for our students including DofE awards, sport clubs and fitness suite use for students.

We are an 11-16 mixed comprehensive academy with an increasingly positive reputation across Calderdale. Outcomes have improved steadily in recent years, with a fantastic curriculum in place, which offers real breadth and reflects the interests and ambitions of all students on our roll. We are proud to hold the Careers kitemark, for excellence in guidance and support for students. The majority of our learners stay in education post 16 at the further education colleges within Calderdale. As a small secondary school, we take pride in the fact that every member of staff knows every student well. We truly value the relationships we foster with every staff member, student and family. This gives us a real 'family' feel that permeates through every element of our work and is something that visitors to the academy often comment upon.

Our core values are at built into the foundations of all that we do; Pride Respect and Ambition. We are proud that we are fully inclusive, serving a diverse community. We recognise that in order to excel academically, students also need exceptional care, guidance and support throughout their secondary education. Our team

of dedicated staff work together with families, governors and the wider community to bring our values of Respect, Ambition and Pride to life, supporting students to develop the attitudes, knowledge and skills for future success.

As experienced and successful leaders, we are passionate about ensuring high-quality staff development leading to excellent teaching and pastoral support, positive relationships and the promotion of a culture that enables all to reach their potential, both students and staff. We passionately believe, as educators, we have the power and responsibility to inspire our students to be the best they can be to enable our learners to pursue their dreams and improve their life chances.

Sponsorship

In the October of 2018, Park Lane Academy joined in partnership with South Pennine Academies to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. **The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.**

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in Park Lane Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed together.

The Trust Vision

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on school improvement with inclusion and diversity at the core.



Key Priorities

High Performing Staff

Targeted strategies are used to ensure teachers, support and business support staff have the capability and flexibility to deliver high quality educational opportunities and services. Highly effective professional development is essential for all staff. Working with Teaching Schools and local providers, ensures that staff needs are met, whilst maintaining a clear focus on local and national priorities. A highly productive, happy workforce is essential in sustained school improvement.

Successful students

Every student, in every phase needs a personalised approach. We ensure opportunities in response to individual needs and empower individuals to contribute to their communities and continue to learn throughout their lives. A rich curriculum is essential, providing opportunities that lead to highly engaged students, who are articulate and communicate effectively. Students who feel their contributions are valued, students who become highly effective members of society.

Engaged community

Nurturing and maintaining positive, valuable relationships between school staff, students, their families and the broader community leads to improved outcomes for students. Local community capacity is strengthened when it is built on trust, respect for others, common goals and high expectations for students' achievement. We are committed to engaging strategies to ensure our key priorities are not only met but exceeded wherever possible.

How will this support my development?

As a teacher, you will have opportunities to work alongside SLEs from the Trust and gain expert support from the best in Education. We also hold Trust-wide CPD sessions and have a shared resource iCloud system, to enable you to work with your colleagues across the MAT and gain their opinions on your strategies and resources, sharing effective ideas.

South Pennine Academies School Effectiveness Team offers coaching to both middle and senior leaders and we engage in Ambition Schools Leadership Programmes for those aspiring to further their careers.

THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post you should;

- Complete the application from our website fully, ensuring all details are accurate and all declarations are signed
- Please ensure you enclose two previous employers' professional referees, one being your current employer (with email addresses if possible). Do not enclose additional CVs
- Ensure you fully complete the personal statement section of the form, this should be no longer than the allocated space of two sides in the application form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of this academy
- Submit your application electronically by **midnight on 26th March 2023 on My New Term.**

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced disclosure and barring service check and the Academy's safer recruitment policy and procedures.

JOB TITLE:	PA/SLT Administrator
GRADE: 5, SCP12	
ACCOUNTABLE TO:	Principal
HOURS:	37 hours per week, term time plus 10 days

Purpose of Job:

To provide a confidential secretarial, clerical and administrative service to the Principal and Senior Leadership Team (SLT). In this role, you will be a key member of our Business Support Team, providing a professional first-rate service to promote the vision, values, culture and policies of the Academy and Trust, to support prospective students and staff at the Academy.

Main Duties

- To provide a confidential secretarial service to the Principal, ensuring the Principal is briefed for all meetings with relevant correspondence, documents/presentations and in the Principal's absence refer matters to relevant members of the SLT for action
- To keep the Principal's electronic diary and make appointments in line with agreed procedure
- Create and maintain the electronic and paper filing system, as appropriate
- Provide effective and highly efficient administration support to the SLT and attend SLT meetings as required. Support with the administration and facilitation of meetings including room booking, hospitality, compilation and distribution of agendas, and the taking and distribution of the meeting minutes as required
- To receive and welcome visitors to the Principal in a professional manner, providing refreshments as required
- To deal with incoming and outgoing correspondence for the Principal, drafting replies when necessary, and deal with students, staff, visitors, filing, mail, e-mail, proof reading, word processing, photocopying etc
- To liaise with parents, clerk and Governors, staff students, general public, unions, government departments, local authority and VIP visitors to the school; including arrangements of Ofsted inspection
- Have a detailed working knowledge of the relevant SIMS packages and be able to access staff and student information including timetables
- Maintain a file of all school policies, advising the Principal when they are due for review and/or are due to be updated due to changes in legislation/guidance
- Assist in investigations and casework, for example disciplinary, as required by the Principal
- Responsible for maintaining the SLT/MLT stationery stock and hospitality stock ensuring orders are placed in a timely manner
- Liaise with relevant companies regarding the supply of materials. Order and maintain accurate records. Request comparative quotes when required
- Assist the SLT and Principal in the planning and general facilitation of INSET days/events to include organisation of refreshments/lunches, production of any resources and plan for the day

- Assist the Principal with the production/update of displays and Academy booklets/documentation
- Assist the Principal with the update, ordering and distribution of staff and student planners
- Responsible for updating SLT calendars and rotas
- Record keeping, data input and retrieval
- Use Microsoft Office and Databases effectively to deliver administrative tasks as required
- Undertake typing, word-processing and other IT based tasks
- To advise and assist staff in the presentation of work and production of materials as necessary and help to promote a positive image of the school

Other Duties

- To assist in the arrangements for school functions and receptions, hospitality etc
- To liaise with our partners from SPA Trust and outside agencies to support implementation to partnership working
- To take minutes/action points at meetings as required
- To undertake any other appropriate duties, as requested by the Principal
- Support the Campus Management team in organising and coordinating change variations across the Academy
- Monitor and coordinate transition in SLT and MLT strategic environment adaptations
- Support the Campus Management team in organising and managing operational tasks, to ensure staff and students have a safe environment to work and study
- To undertake other duties commensurate with the post, as required by the Principal and SLT
- Provide administration support as directed by the Principal to other areas in the Academy when required (attendance, behaviour, Exams, SEND or safeguarding teams)
- Cover for office/reception as required

Generic Support Staff Requirements

- Promote the Academy vision and values and an ethos in which the highest achievements are expected from all members of the Academy community
- Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the Academy, leading by example
- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Responsible to: Principal

Line Manager signature: _____ Date: _____

Postholder signature: _____ Date: _____

EMPLOYEE SPECIFICATION

SERVICE AREA: Business Support

SECTION: Park Lane Academy

POST TITLE: PA/SLT Administrator

Grade: 2 SCP 4

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of administrative work.	Application Form / Selection Process	E
		1.2	Excellent administration, IT and communication skills.	Application Form / Selection Process	E
		1.3	Confident ICT Skills including excellent word processing and using EXCEL spread sheets.	Application Form / Selection Process	E
		1.4	Knowledge of SIMS application and experience of using database.	Application Form / Selection Process	D
		1.5	Experience of providing a reprographics service.	Application Form / Selection Process	D
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Educated to GCSE level grade C and above in numeracy and literacy skills in order to produce basic reports and perform simple calculations.	Application Form / Selection Process / Certificate	E

		2.2	Proficient in word-processing/data inputting.	Application Form / Selection Process	E
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding and commitment to the academy's Equal Opportunities Policy and how it relates to the duties of this post.	Selection Process	E
		3.2	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students.	Selection Process	E
4.	SKILLS AND ABILITIES	4.1	Computer literacy skills including use of e-mail, internet and word processing.	Application Form / Selection Process	E
		4.2	Ability to communicate effectively with a range of people both verbally and in writing.	Application Form / Selection Process	E
		4.3	Comfortable working as part of a team.	Application Form / Selection Process	E
		4.4	Ability to work effectively as both part of a team and as an individual.	Application Form / Selection Process	E
		4.5	Ability to work effectively and respond positively to the demands of a heavy workload.	Application Form / Selection Process	E
		4.6	Self-organised with the ability to manage own workload, use their own initiative and work to strict deadlines whilst maintaining accuracy.	Application Form/ Selection Process	E
		4.7	A driven and target-orientated individual who has a professional attitude to work.	Application Form/ Selection Process	E
		4.8	Strong interpersonal / communication skills.	Application Form / Selection Process	E

		4.9	Ability to communicate effectively with a wide range of people (verbal and written).	Application Form / Selection Process	E
		5.0	Ability to file, retrieve, sort and complete documents accurately.	Application Form / Selection Process	E
		5.1	Ability to use a range of office equipment (e.g. printers, photocopiers, fax).	Application Form / Selection Process	E
		5.2	Ability to prioritise work tasks to meet conflicting deadlines.	Application Form / Selection Process	E
		5.3	The ability to multi-task and prioritise as well as adapting to roles to meet academy needs.	Application Form / Selection Process	E
		5.4	An ability to respect sensitive and confidential work.	Application Form / Selection Process	E
		5.5	Ability to form and maintain appropriate relationships and personal boundaries with students.	Application Form / Selection Process	E
5.	ANY ADDITIONAL FACTORS E = Essential D = Desirable	5.1	Commitment to undertake continued training and development.	Selection Process	E

