



PA to Headteacher

Application Pack

Sept 2021

Learn. Believe. Achieve.

Thank you for your interest in this role. Before applying, we encourage you to contact Mr Quenby (Headteacher) for an informal discussion about this role (squenby@robertnapier.org.uk)

HOW TO APPLY

To apply for this post, please complete a Support Staff Application Form, which can be found on the school website at [The Robert Napier School - Vacancies](#).

Please submit your completed application form to vacancies@robertnapier.org.uk.

The Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.

Position: PA to Headteacher

Location: The Robert Napier School, Third Avenue, Gillingham, Kent ME7 2LX

Reporting to: Headteacher

Closing Date for Applications: Monday 11th Oct 2021

Selection and Interview Date: Thursday 14th Oct 2021

Start Date: As soon as possible

Salary: Trust Grade 12 - 28 (salary pro rata £22183 - £32234 full time equivalent)
Full-time (Term time 37hrs per week plus 5 days)

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Welcome

Thank you for the interest you have shown in the role of PA to the Headteacher at the Robert Napier School.

We are looking for someone who can:

- Provide a high-quality PA service to the Headteacher, with first class secretarial and ICT skills
- Thrive within a busy environment and demonstrate excellent organisational skills
- Respond positively and sensitively to the varied demands of the post, including maintaining the highest standards of confidentiality when dealing with student and staff issues
- Demonstrate a high level of written and oral communication skills
- Communicate effectively with a wide range of audiences including parents, staff, and outside agencies
- Have a sense of humour and be a team player

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with The Robert Napier School, the Trust is made up of Fort Pitt Grammar School for Girls, The Thomas Aveling School, Balfour Primary School and Phoenix Junior School. All the schools are located within a 5-mile radius and work closely to provide an outstanding education and opportunities for the children of Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas of the school, to ensure the students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a mentor to help them settle into their new role.

I hope you find this applicant pack informative. If you have any further enquiries, please do not hesitate to contact us, using the contact details at the start of this pack. I look forward to receiving your application.

Steve Quenby
Headteacher

PA to Headteacher Job Description

Purpose:

- To provide a comprehensive secretarial service to the Headteacher
- To be an integral member of the support team

Reporting to: The Headteacher

Duties:

- Provision of first-class secretarial service and personal assistance, including dealing with correspondence/telephone calls, good IT skills essential
- Provision of administrative support to the Deputy Headteachers, as required
- Maintaining the Headteacher's electronic Diary and appointments
- Maintaining an efficient filing system
- Minuting meetings where necessary
- Supporting the Admin Team

Recruitment:

- Preparation and placing of advertisements
- Monitoring responses and pursuing references
- Arrangements for interview procedure
- Letters of appointments
- Preparation of contracts of employment, in consultation with the Trust HR Team
- Inputting of personnel information on the school's Management Information System
- Adherence to safeguarding procedures and relevant employment law

Personnel:

- Administrative support relating to confidential staffing issues
- Maintain personnel filing system liaising with the Trust HR team for audit purposes

Inclusions/Exclusions:

- Preparation of correspondence relating to fixed term/permanent exclusions, inclusion and external provision, and associated administrative functions
- Completion of exclusions analysis

Team

- Support colleagues to help the smooth running of large events
- Liaise with Clerk to Governors and Trustees
- Be a team player within the larger support team network to help during busy/emergency situations

PA to the Headteacher Person Specification

Essential

- GCSE level including English and Maths

Desirable

- Evidence of further training

Essential

- Diary maintenance
- Secretarial work
- Administrative work
- Minuting meetings
- Ability to work as part of a successful team
- Initiative

Desirable

- Involvement in extra-curricular activities

Essential

- Ability to listen and foster positive relationships
- High levels of emotional intelligence
- Awareness of child protection and safeguarding
- Awareness of employment law

Desirable

- Successful record of working in a school setting
- Up-to-date knowledge of current educational developments

Essential

- Ability to work successfully as part of a team, sharing good practice
- High-level ICT and computing skills

Desirable

- Experience of raising student aspirations and ambitions

Essential

- Drive, grit, innovation, and creativity
- Enthusiasm, positivity, and a sense of humour
- Honesty, integrity, and a desire to put students at the heart of all you do
- A willingness to 'get stuck in' and help make the school exceptional
- Commitment to inclusion, diversity, and equality

Desirable

- Ability to be reflective, adaptable, and self-critical
- Ability to empathise

The Robert Napier School

Our Mission

'To be the outstanding community school of choice'

Our Vision

At The Robert Napier School our mission is to be the **community school of choice** that work together to inspire students to believe they can have a better future. We will work with **every** student to unlock their potential.

We will be successful by instilling creativity, motivation and resilience in all our students. **Every** student **learns, believes** and **achieves** more, both in our school and beyond.

Our Values

Under the schools motto of **Learn, Believe, Achieve** sits six core values that our community value in all we do:

Learn: *Respect; Trust*

Believe: *Perseverance; Resilience*

Achieve: *Fairness; Courage*

Our Priorities 2021/2022:

- Improve literacy so all students can access the curriculum
- Be the community school of choice by being oversubscribed in July 2022
- Y11 to achieve 50% Level 4+ in English and Maths
- Progress 8 to be at least 0
- Increase 6th form to 150+ students
- Being 'outstanding' in Leadership and Management

The Robert Napier School Senior Leadership Team

Mr Steve Quenby Head Teacher	Mrs Jane Dunnett Deputy Head Teacher
Mr Daniel Dunscombe Assistant Head Teacher Quality of Education – Key Stage 3 <ul style="list-style-type: none"> • KS3 Raising Standards Lead • KS3 Behaviour • KS3 Marking & Assessment • KS3 Student Tracking & Intervention • KS2 – 3 Transition • Cross-Curricular Numeracy • Staff Wellbeing 	Mr Conor McVeigh Assistant Head Teacher Quality of Education – Key Stage 4 <ul style="list-style-type: none"> • KS4 Raising Standards Lead • KS4 Behaviour • KS4 Marking & Assessment • KS4 Student Tracking & Intervention • Careers • Cross-Curricular Literacy • School Website
Mr Matt Fenton Assistant Head Teacher Quality of Education – Key Stage 5 <ul style="list-style-type: none"> • KS5 Raising Standards Lead • KS5 Behaviour • KS5 Marking & Assessment • KS5 Student Tracking & Intervention • Junior Leadership Team • Oversight of UCAS • Sixth Form Enrichment 	Mr Rob Leadbetter Assistant Head Teacher Welfare, Safeguarding & Attendance <ul style="list-style-type: none"> • Safeguarding (including Designated Safeguarding Lead) • Attendance Policies and Strategy • Implementation of Nurture UK Strategy • Student Welfare • Student Voice • Student Council
Ms Aliah Plaster Assistant Headteacher Special Educational Needs <ul style="list-style-type: none"> • SENCO & SEN Department • Visually Impaired Unit • Access to Mainstream • Alternative Curriculum - ASDAN • Access Arrangements • Quality Assurance 	

Note: All Assistant Head Teachers undertake line management of curriculum departments and other TLR holders.

Beyond Schools Trust



The Trust Vision

'To be a high performing Trust that is well respected for providing exceptional educational experiences in our communities'

All schools within the Trust retain their own distinctive character but have a common ethos and mission:

Our Ethos

One Vision, One Trust, One Family of Schools Inspiring Outstanding Learning

Our Mission

Providing opportunities for each individual to be the best they can be.

We have very high expectations of our staff and students and, in return, provide vast amounts of support to help everyone achieve their best. We want your employment choice to provide you with a fulfilling career experience that makes you a talented, resilient and high performing employee.

Values

We expect everyone that works in the Trust to play a part in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other so we can create a community where we all aspire to succeed.

Location of the Trust

The Trust is based in Medway and knowing the area well means we are aware of, and work tirelessly in a co-operative manner, to both minimise the pressures and strains that local children experience and maximise the potential they all have for great success. Each part of the Trust works collaboratively in sharing ideas and best practice and in generating new opportunities for pupils and students.



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