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**THE AVON VALLEY SCHOOL**

**& PERFORMING ARTS COLLEGE**

**ASPIRE ⦁ ENGAGE ⦁ ACHIEVE**

**Information for Job Applicants**

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

In our most recent Ofsted inspection (2017) we retained our categorisation as a ‘Good’ school. The report noted that:

* Senior leaders work very effectively as a cohesive and positive team
* Staff responses to Ofsted’s online survey were overwhelmingly positive about all aspects of the school
* Leaders are very focused on raising pupils’ aspirations and their cultural horizons.
* Pupils have very positive attitudes to learning.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Alison Davies,  Headteacher

**PA to the Headteacher/HR Manager**

**Band H SCP 17-20 (£25,970.77 - £28,247.70 Actual Salary)**

**Full Time – Permanent (37 hrs per week, 41 weeks per annum – TTO plus teacher training days, plus 2 weeks holiday working)**

**Job Start: September 2023**

The Avon Valley School is seeking to recruit an experienced Personal Assistant to join the hard-working administrative team at our school.

The PA to the Headteacher will work in close proximity with the Headteacher and the Leadership Team on a daily basis. Much of the work required is highly confidential and therefore complete discretion is of the utmost importance.

The post holder will be able to work with initiative and foresight to a very high standard, and contribute to the smooth running of the school’s management and administrative functions. They should possess excellent communication skills in order to present the appropriate image of the school, and strong organisational skills and flexibility to meet tight timescales.

**Closing date**: Midday Wednesday 19th July 2023

**Interviews to be held**: Monday 24th July 2023

For further information, the application form and job description, please visit our website, or email HR: mpearson[@avonvalleyschool.uk](mailto:fperks@avonvalleyschool.uk) or telephone: 01788 542355, please note we do not accept CVs without an application form. Please send completed application forms to: recruitment@avonvalleyschool.uk

*The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.*

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| Job Description  Job Title: PA to the Headteacher/HR Manager |

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| **Accountable to:** | Headteacher | **Line Managing:** | HR Administrator |
| **Post type:** | Full time  Permanent | **Salary/Grade:** | Band H SCP 17-20 |
| **Liaising with:** | Headteacher, Governors, SLT, all staff, parents | | |

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| **Every member of staff is required to:** |
| * Work towards and promote the vision, beliefs, aims and expectations of the school * Support and contribute to the safeguarding of all students * Undertake professional development activities to enhance personal development and performance * Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff. |
| **Purpose of the role** | |
| To be a Personal Assistant to the Headteacher and perform all necessary tasks requested by the Headteacher. To undertake a full range of secretarial and administrative duties to the Headteacher and to ensure the efficient and effective running of the Headteacher’s office and daily business. | |
| **Main Duties and Responsibilities** | |
| **PA responsibilities**   * Act as a first point of contact within the school for staff, governors, parents and others seeking contact with the Headteacher. * To assist the Headteacher in organising their administrative workload, recommending items to be dealt with in order of priority. Ensure that the Headteacher responds to particular approaches within timescales identified in any agreed priority action list. * Maintain the diary for the Headteacher, arranging appointments as appropriate, and ensuring that they are adequately briefed on matters to be discussed. * Make travel arrangements for the Headteacher and to provide care for their visitors, including the provision of refreshments. * Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports including the Headteacher’s report to governors, and reply to requests for information. * Handle all confidential correspondence with discretion. * Liaise with senior management concerning priorities, deadlines, policies and procedures. * Liaise with the School Business Manager where necessary. * Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated. * Maintain confidential personnel files for staff as directed by the Headteacher. * Maintain staff archive files and produce references when requested. * Assist in the recruitment of staff by arranging interviews and remaining involved throughout. * Arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales. * If required, line manage other staff in the school office * Sort and prioritise all incoming post, dealing with telephone calls for the Headteacher, and other school post not individually addressed. * After discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher. * Support the Headteacher and other senior managers in the organisation and detailed planning of special events, such as Awards Evening, Remembrance Assembly and school productions, and the purchasing of reward prizes. * Assist in all matters relating to the organisation of the recruitment of teaching staff. * Undertake all matters relating to in year admissions of students, oversee the administration of the Performing Arts admission process * Undertake delegated matters relating to the exclusion of students. * Foster links between the school and the local community. * Maintain the Headteacher’s filing system. * Carry out research for the Headteacher/senior management as required on the internet. * Attend occasional Open Evenings, Awards Evening and other school events as required. * Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher. * Cover for absent colleagues in the general office as necessary. * Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. * Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken. * Communicate with the LA, outside agencies, parents and the local community and make contact with any other individuals who have business with the school.   **HR responsibilities**   * Ensure recruitment policy reflects current processes. Oversee the recruitment process * Audit the SCR termly ensuring it is up to date and accurate * Complete an audit of the DFE website in respect of teaching staff * Check that all staff have a valid photo on Sims on a termly basis * Oversee the application of HR policies eg disciplinary, capability * Sickness absence monitoring and reporting * Ensure LOA policy is applied appropriately * Oversee the correct application of maternity/paternity policies | |
| **General Requirements** | |
| * Take part in the school’s performance management system. * Enhanced DBS Check. * Strong commitment to furthering equalities in both service delivery and employment practice. * You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with. | |
| **Continuing Professional development** |
| * + - * Take responsibility for personal professional development, keeping up-to-date with research and developments       * Undertake any necessary professional development as identified       * Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice |
| **Additional Duties** |
| * Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies * Undertake any other duties as reasonably required by the Headteacher |

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*

Person Specification

PA to Headteacher/HR Manager

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications & Experience** | | * NVQ level 2 in Business Administration or equivalent qualification in related area or equivalent experience. * Experience of providing high-level support in a busy, politically sensitive environment. * Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment. * Experience of working as a Personal Assistant. * Experience of producing meeting minutes and documents of a high quality. * A high level of accuracy with written and spoken English, including the correct use of spelling, grammar and punctuation. | * Further formal professional development * HR experience/qualification | Application form |
| **Skills & Knowledge** | | * Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities. * High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access. * Excellent telephone manner. * Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines. * Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues. * Ability to build effective working relationships with a wide variety of individuals. * Proven high communication skills, oral and written in order to produce detailed reports and memos. * Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote good relationships within and outside the school. * Embrace responsibility for identifying sound and effective solutions to a variety of different problems. * Experience of managing and organising a senior manager’s daily and forward work programme. * Ability to act as minute taker as directed by senior managers. * Demonstrates an attention to detail and an ability to stick at routine tasks. * Ability to set up and develop administrative systems, for checking, monitoring data, budgets and job evaluations and the ability to use information technology to a high degree of expertise. * Ability to ensure the Council’s anti- discriminatory strategy and equal   opportunities policies are implemented and monitored. |  | Letter, references & selection process |
| **Personal qualities and skills** | | * Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm * High level skills of communication, time management and prioritisation * Excellent interpersonal skills and organisational skills * Ability to support and challenge * Ability to inspire, motivate and influence others * Professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management. | * Ability to ask for help if required * Concern for the welfare of the school community | Letter, references & selection process |
| **Special Requirements** | | * Excellent punctuality and attendance record |  | References & selection process |