



Appointment of  
Personal Assistant to  
the Headteacher

Required May 2024

# Welcome from the Head



My priority over the past few years has been to improve the quality of teaching and learning and to open doors for every student that we are privileged to teach.

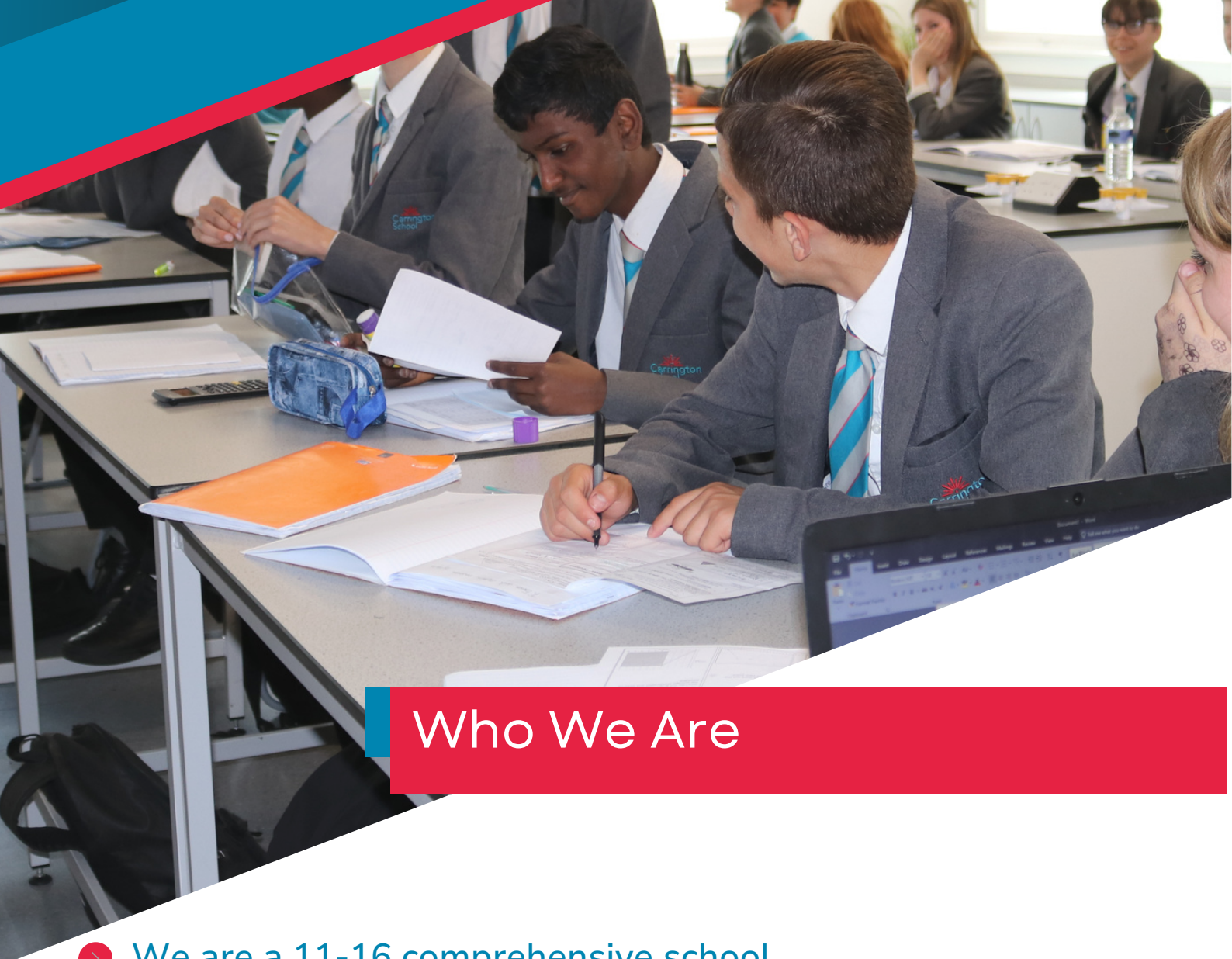
The school has undergone a great deal of change since I arrived in 2018. Some of these changes have been as a result of our own analysis and reflections on what we needed to do better, some have come about through the amazing new building project, and others have evolved as we have addressed our vision, ethos and purpose as educators.

We want our students to **ASPIRE**; to want to be the best they can be, to seize opportunities, be prepared to take risks and not be frightened of failure. We want them to **INNOVATE**; to think outside the box, be creative and curious, to be proud of who they are and to be able to work both collaboratively and independently.

We want them to show **RESPECT**; to be thoughtful and kind citizens who support each other, members of our school and local community.

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.





## Who We Are

- › We are a 11-16 comprehensive school
- › We are a 7 form entry, 210 PAN
- › We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- › We are in SESSET along with The Ashcombe School and Therfield School
- › Our last Ofsted Inspection was rated 'Good' in May 2023
- › Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

*“Pupils are proud of their school. They know that the staff work very hard to support them”*  
(Ofsted 2023)

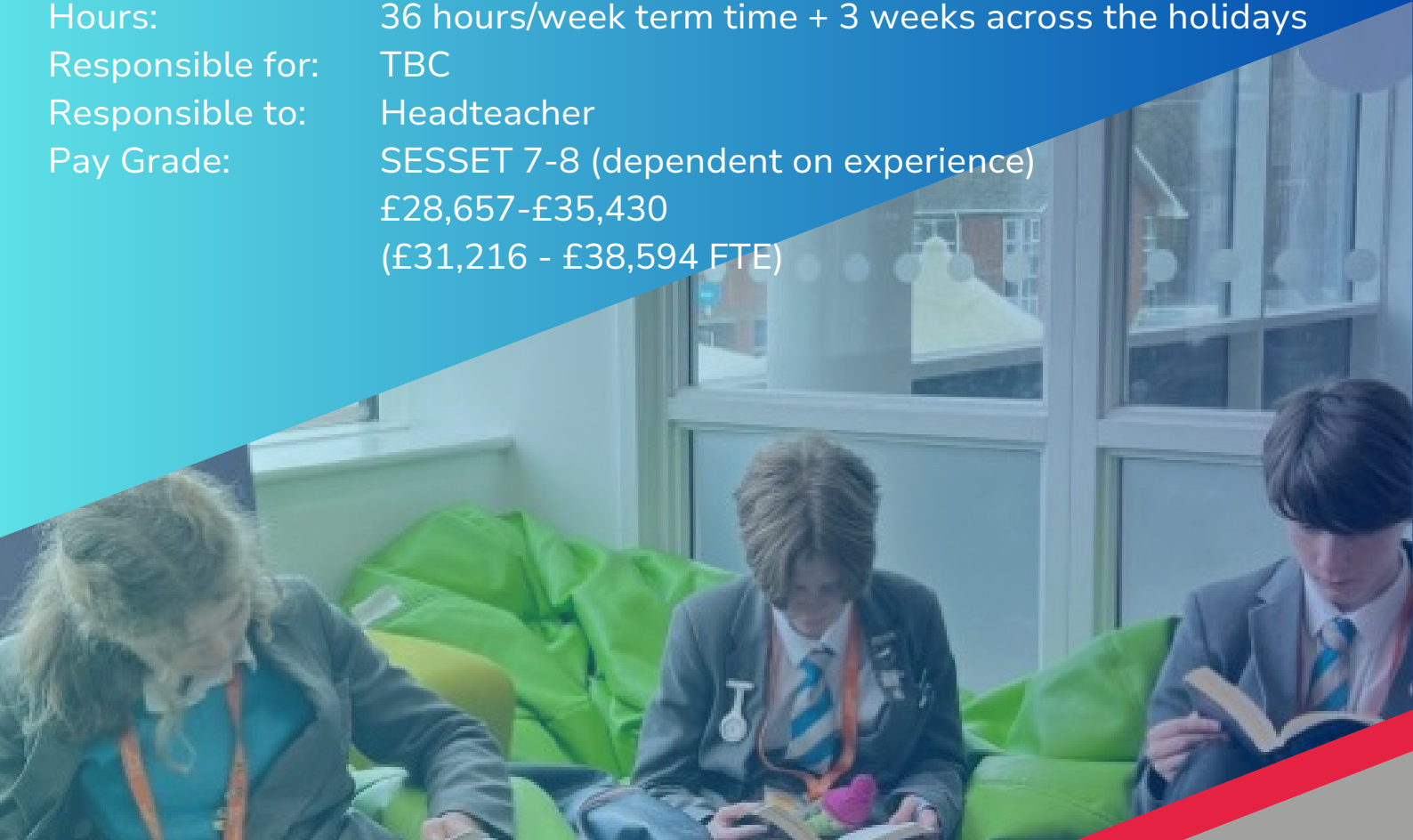
# The Role

The PA role is highly pivotal in supporting the Headteacher in running the strategic operations of the school. The school has been on a journey and is becoming highly successful due to the ability to constantly reflect and review practices. This is a fast paced role with the need to manage many different aspects all at once. The successful applicant must be able to work independently, to show initiative and be very flexible. They also need to be skilled in managing a very busy diary and demonstrate huge levels of emotional intelligence whilst constantly reflecting on practice to ensure the Headteacher can work effectively and efficiently. It is essential that you are able to build strong relationships such that there becomes an understanding of what is needed before it is needed. Being able to manage people and to be a highly skilled administrator would also be beneficial to the success of the role.

This role will work as part of the Operations Team, comprised of the School Business & Finance Manager, Operations Officer and HR Manager. There is expected to be some overlap in order to be able to manage all areas of the school and provide support for each other, as necessary.

If you would like to visit the school or meet with the Headteacher to discuss the role further, please feel free to contact us to arrange a convenient time.

Job Title:	PA to the Headteacher
Hours:	36 hours/week term time + 3 weeks across the holidays
Responsible for:	TBC
Responsible to:	Headteacher
Pay Grade:	SESSET 7-8 (dependent on experience) £28,657-£35,430 (£31,216 - £38,594 FTE)



# Benefits

- > Strong Induction Programme
- > Great CPD and training opportunities for all staff
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious & well-equipped staff room, teaching & meeting rooms
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for staff where it will support their work
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > London Fringe Allowance
- > Annual flu vaccinations
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

# Role Description

## The Role

To provide high level secretarial, IT, organisational and administrative support to the Headteacher

## Key Accountabilities

To support and provide personal assistance to the Headteacher to enable them to effectively lead and manage the day to day running of the school

## Support to the Headteacher

- Ensuring that the Headteacher is fully supported in all aspects of their work including confidential matters
- Applicants will have first-rate IT skills in all MS Office applications
- Manage the Headteacher's diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making travel arrangements
- To act as a first point of contact within the school for staff, governors, visitors, parents and others seeking contact with the Headteacher
- To take telephone messages, respond to emails, meet and greet visitors and provide refreshments, on behalf of the Headteacher
- To alert the Headteacher to forthcoming meetings/events, priorities and emerging issues. This includes preparing any necessary documents and making any travel arrangements.
- Organise meetings, conferences and events (internal and external) on behalf of the Headteacher, including refreshments and taking minutes as required
- To use software packages/systems such as Microsoft Office (and Google) to produce documents, maintain presentations, records, spreadsheets and databases
- To devise and maintain efficient office systems and filing records. Maintain and manage email groups on behalf of the school
- To draft, prepare and distribute final documents and correspondence
- To ensure that all communications are responded to within timescales, writing holding communications when appropriate
- To take minutes of meetings, transcribe and publish to the relevant participants, issue agendas, book rooms and refreshments
- To track, record and update appraisal records as required, liaising with colleagues as necessary
- Maintain accurate records of senior leadership team (SLT) and staff meetings, distributing agendas, minutes and other relevant documentation as required
- Liaise as required with governors, staff (teaching and support), students and parents/carers on behalf of the Headteacher
- Assist in investigations and casework, for example disciplinary, as required by the Headteacher
- Co-ordinate advertising and articles relating to the school in educational publications, the local and national press with the Senior Administrator
- On behalf of the Headteacher, work with the team with outside agencies on ad hoc projects involving marketing, designing and printing school-related publications



# Role Description Continued

## Line Management

- Ensure an efficient and effective customer service
- To undertake performance management of staff and have line management meetings as required
- To cover team absences when required and support team members with workloads to meet deadlines
- To ensure all admin holiday tasks are completed whilst the school is closed, e.g. archiving of records ready for a new academic year
- To liaise with the Operations Manager and HR Manager regarding the rota for holiday working within the team and reception cover as needed

## Support for the Leadership Team

- To assist other members of the Senior Leadership Team as required
- To attend the weekly Diary meeting
- To provide admin and planning support for events such as Open Evening and Celebration Evening
- To work closely with the Senior Leadership Team, Operations Officer and HR Manager to ensure the effectiveness of school events and good communication
- To draft, finalise and distribute all suspension / exclusion paperwork and letters to parents/carers, update reports to the county, liaising with the relevant professionals as necessary
- To keep accurate records of all exclusions within school
- Work with the Operations Manager, HR Manager and Advisory Clerk to Governors to ensure school policies are current, formatted and available on the school's website, intranet and networks. This will involve sending existing policies to staff to update for review by Governors
- Schedule SLT and ESLT agendas and minute weekly meetings
- Take notes from SLT, ESLT and Staff briefings
- Maintain Teams SLT channel and ensure documents are accessible and uploaded promptly
- Prepare and collect information for the weekly Sharepoint to Staff

SLT = Senior Leadership Team

ESLT = Extended Senior Leadership team

## Professional Responsibilities

- To undertake admin tasks as required including cover for reception
- Maintain a file of all school policies linked to area of responsibility, advising the headteacher when they are due for review and/or are due to be updated due to changes in legislation/guidance
- To maintain a tidy and professional working environment
- To maintain efficient systems
- To carry out the above duties in accordance with the School's Policies and Guidelines
- Supporting and encouraging the school's ethos and its objectives, policies and procedures
- Attend meetings and school events as required
- Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation
- Liaise with professional bodies, outside agencies, other schools and organisations etc, and attend to queries as required by the headteacher
- To provide high quality professional hospitality for visitors to the school
- To recognise and work on the understanding that all individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with
- Ensure all tasks are carried out with due regard to Health and Safety
- Undertake appropriate professional development
- To support with invigilation, duties, referral and / or cover as required



# Person Specification

The successful candidate will need

## Qualifications & Training

- **Degree level education\***
- Must have EA or PA experience and / or experience of working in a school

## Experience

- To manage own workload
- To complete tasks to deadlines
- Ability to work on several different projects/ areas at the same time
- Experience using first rate IT skills in all MS Office applications
- **To have worked in an administration environment and/or school/college environment\***
- Experience of working in a dynamic and challenging environment
- **To have managed staff\***
- **To have experience dealing with confidential matters\***
- **To have used a management information system (MIS) within an educational setting or equivalent\***

## Skills & Abilities

- To manage and maintain the integrity and confidentiality of all Headteacher matters
- To communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)
- To interact with others in a positive way (effective interpersonal skills working with a range of internal and external stakeholders)

- Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines
- To work with a high degree of accuracy
- To work well under pressure
- To work flexibly
- To work without close supervision
- To work well both as part of a team and independently, demonstrating initiative (regularly review own (and team's) work and take the initiative to suggest ideas to make improvements)
- To follow relevant policies, procedures and regulation to complete work
- To adapt quickly to changes to regulations and processes
- To deal with enquiries in a professional and sensitive manner
- To handle challenging conversations with confidence and sensitivity
- To work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)
- To commit to safeguarding and promoting the welfare of young people
- To undertake relevant training and development opportunities



Closing date for applications is  
**Thursday 18 April 2024**  
at midday

Interviews will be held  
**week beginning: Monday 22 April 2024**

For an informal discussion about the  
role please contact the HR Manager,  
Karen Ehren 01737 764356 ext 208  
[kehren@carringtonschool.org](mailto:kehren@carringtonschool.org)





Visit our website for more information about our school and to download an application form



[www.carringtonschool.org](http://www.carringtonschool.org)

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01737 764356