

**INFORMATION FOR APPLICANTS:**

**Executive PA to the Principal**



# WELCOME TO THE ESSA FOUNDATION ACADEMIES TRUST

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## ***We recruit people for attitude and train for skills***

We aim to recruit great people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason, we clearly articulate our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

### **We aim to recruit staff who:**

- are excited by their role and by the prospect of working with young people;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and
- are not afraid to admit to seeing themselves as potential leaders of the future.

We know it's a cliché, but we really do want to recruit people who will make a difference. Some of our children have not had the easiest start to their lives and they face barriers to learning. We are therefore looking for colleagues who are on a mission – the kind of people that make others smile because of their enthusiasm; the kind of people who will get satisfaction from seeing our children learn to do things that staff in other schools might take for granted. In return you will get a lot back from our young people - they are lovely – and you will be working for a trust that will take an active interest in your development.

Finally, I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post.

Andrew Cooper, Chief Executive



## **THE TRUST**

The Essa Foundation Academies Trust currently sponsors two academies:

- Essa Academy, age 11-16.
- Essa Primary School, age 4-11, which opened in September 2014.

Both academies are currently judged by Ofsted to require improvement: Essa Primary School was inspected in June 2017 and Essa Academy in May 2018. In both cases, we were pleased that inspectors recognised the improvements taking place in our schools and the quality of leadership. They also said some lovely things about our young people.

### Essa Primary (June 2017)

'The school is improving. The Principal provides good leadership.'

'Pupils feel safe. Their spiritual, moral, social and cultural development is good. They are considerate of other pupils, respectful and tolerant.'

'The governing body's educational knowledge has increased, thanks in part to the wise appointment of an experienced education-based Chief Executive.'

Inspectors also felt that 'children get off to a good start in Reception, where all groups make good progress. There is a high-quality, spacious and very well resourced environment in which they can thrive.' Early years provision was judged good overall.

### Essa Academy (May 2018)

'The new Principal has provided highly effective leadership...he is very ambitious on behalf of his pupils.'

'The Principal has the full support of his senior leaders, who are equally uncompromising in their desire for pupils to have the best possible life chances.'

'Pupils are typically welcoming, polite and well-mannered.' They 'confidently shared with inspectors their understanding, appreciation and celebration of British values. Pupils respect differences and value diversity.'

Pupils also told inspectors that they feel safe and the school is 'a happy place to grow up in.'

## **VISION & VALUES – All Will Succeed**

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Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

### **Developing decent people:**

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

**Achieving full potential, no excuses:**

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. Through effort and application come self-respect, self-esteem, self-belief and success.

**Discipline and standards:**

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

**Great Schools for all:**

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

**Big on attitude:**

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

**Strength in sharing:**

We believe there is a strength brought about by working together within a multi-academy trust, enabling shared resources, shared knowledge, shared experience and shared success. What's great about our family of schools is that we can be with a child every step of the way, from teaching them to tie their shoe laces right through to congratulating them on their GCSE results and their future plans. That puts us in a unique position; it's also a tremendous responsibility.

## **Essa Foundation Academies Trust**

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The Essa campus is very well placed for both motorway access and public transport. M61 J4 is very close by giving access to the Greater Manchester, Lancashire and Cheshire motorway networks and is close to Bolton railway and bus station.

For more information on our family of schools please visit our website [www.efatrust.org](http://www.efatrust.org)

**Essa Primary School**

We are proud of our pupils, and their achievements. Our key objective is to provide our children with the best opportunity to achieve their potential during their time with us as we help them to develop into independent learners who are able to actively engage and contribute to the ever changing society and wider world.



### **Essa Academy**

At Essa Academy we have a universal belief in our mission 'All Will Succeed', with access to outstanding resources and a strong sense of belonging, ownership and community underpinning our work. Our students and staff are amazing and reflect the ethos of the academy.



### **EFAT Support Services**

We provide administrative and business support such as HR and Finance Support throughout the trust.

### **Essa Education Ltd**

Essa Sports Centre is a modern, state of the art sports facility and community asset, used for a variety of academic and sporting needs, as well as events, meetings, conferences birthday parties and more.

Our facilities include a full-sized 3G pitch, multi-use sports hall, dance studio and MUGA (Multi-Use Games Area). Other facilities available for hire include theatre with stage, classrooms & communal dining area.

Essa Education Ltd is a wholly owned subsidiary of Essa Foundation Academies Trust.

## THE POST

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Essa Academy are seeking to appoint an Executive PA to provide a full and confidential administrative support service to the Principal.

The Executive PA will line manage a team of Administrators to support the wider administrative needs of the Academy, as well as providing support to the Senior Leadership team.

The successful candidate will be an experienced Personal Assistant, with relevant administrative qualifications and a desire to work in a varied and fast paced role.

This is a permanent position, working 37 hours per week and the successful candidate will be expected to have a flexible approach to working hours, in order to meet the changing needs of the Academy. **The successful candidate will be required to work during term time plus 15 days, however actual terms are negotiable.**

The salary for this role is paid at Grade G\* (Scale Point 23) £26,999 per annum FTE. The actual salary for 37 hours per week during term time plus 15 days is £24,092 per annum\*

*\*please note that the grade for this role is subject to Job Evaluation and subject to change*

## RECRUITMENT TIMETABLE

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| Wednesday 30 <sup>th</sup> October 2019  | Advertisement appears  |
| Wednesday 13 <sup>th</sup> November 2019 | Closing date for applications (by 07:00am)   |
| Wednesday 13 <sup>th</sup> November 2019 | Final shortlisting and contact with candidates<br>References will be requested at this stage |
| Monday 18 <sup>th</sup> November 2019    | Interviews   |



## JOB DESCRIPTION

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|-------------------------|-------------------------------------|
| <b>Post:</b>            | Executive PA to the Principal       |
| <b>Grade:</b>           | Grade G (subject to Job Evaluation) |
| <b>Department:</b>      | Senior Leadership                   |
| <b>Responsible to:</b>  | Principal                           |
| <b>Responsible for:</b> | Admin team                          |
| <b>Terms:</b>           | Term Time plus 15 days (negotiable) |
| <b>Hours:</b>           | 37 hours per week                   |

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**Safeguarding** *Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

### Main Duties

To provide a full and confidential administrative support service to the Principal. Coordinate, plan, develop, organise and monitor support systems and procedures including:

- Provide a full and confidential administrative service to the Principal to ensure effective and optimum use of time
- Work with the Senior Leadership Team to provide outstanding administrative support
- Screen phone calls, enquiries and requests, providing responses where appropriate on behalf of the Principal and Vice Principal
- Attend meetings on behalf of Principal
- Work with Senior Leaders on deployment of personnel to undertake routine duties (e.g. reception work/photocopying) as necessary to ensure the continued provision of a quality education and administrative support service for the Academy.
- Prepare and quality assure communication content prior to publication/printing.
- Ensure the delivery of outstanding 'front of house' provision.
- Implement, review and maintain efficient administrative systems.
- Senior Lead for the Administration team
- Lead other teams ( subject to skill set and on agreement)
- Plan, develop, organise and monitor support systems and procedures.
- Liaise with other staff, pupils, parents/carers and external agencies.
- Support others in the production and interpretation of data and complex information.
- Operate bespoke school information management systems.

### Wider Responsibilities

- Act as 'PM Team Leader' for an identified group of associate staff, monitoring their progress against agreed objectives.
- Prepare for and attend regular performance management sessions to monitor own progress against agreed objectives.
- Assist with recruitment of staff.

## **Customer Care**

- To continually review, develop and improve systems, processes and services in support of the Academy's pursuit of excellence in service delivery. To recognise the value of it's people as a resource.

## **Develop oneself and others**

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

## **Valuing Diversity**

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

## **Generic Requirements**

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
- All staff will ensure that they are aware of and work within the requirements of all, and adhere to KCSIE 2019, seeking clarity from a member of Senior Leadership if necessary.
- All staff are expected to uphold all Personnel related policies.

This job description is subject to change.

Employee Name .....

Date .....



## **PERSON SPECIFICATION**

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Candidates will be assessed on the following:

### **QUALIFICATIONS**

- 5 GCSE's A\*-C including English & Maths
- Relevant administrative qualifications
- Willing to engage in further training and/or qualifications

### **SKILLS AND ABILITIES**

- Experience of working in an administrative role, ideally as a Personal Assistant
- Experience of working within an educational setting is desirable
- Experience of managing teams
- Experience of managing workflow
- Ability to challenge performance with confidence
- Ability to use initiative and 'manage upwards'

### **ATTITUDES AND APPROACHES**

- Effective team player
- Ability to adhere to the trust ethos of 'All Will Succeed'
- Ability to organise time and successfully work to deadlines
- Experience of using data within an educational setting \*

### **PERSONAL ATTRIBUTES**

- Ability to promote a positive ethos and role model positive attributes
- Sensitive to the needs of others
- Ability to successfully organise time and successfully work to deadlines
- Person of integrity

### **VALUING DIVERSITY**

- Listen, support and monitor the diverse contributions made to service development without prejudice
- Challenge behaviours and processes, which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.

### **CUSTOMER CARE**

- Listen and respond to children/young people's needs, seek out innovative ways of consulting and engaging them. Network with others to develop services for the benefit of the children/young people.

## DEVELOPING SELF AND OTHERS

- Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Strives for improvement and take responsibility for own development. Be self-confident and lead by example.

## WORK RELATED CIRCUMSTANCES

- Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment

***In the event of a large number of applicants meeting the essential criteria, the desirable criteria (marked \*) will become essential.***

## HOW TO APPLY

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Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to Essa Foundation Academies Trust. The application form can be found on the vacancies page of our website at: <http://www.efatrust.org/index.php/current-job-opportunities/>

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you address your application to Mr Martin Knowles, Principal , EFAT, Lever Edge Lane, Bolton, BL3 3HH. Telephone: 01204 333 222 or E-Mail: [hr@essaacademy.org](mailto:hr@essaacademy.org)**