

APPOINTMENT OF HEAD'S PA

CONTEXTUAL INFORMATION

Stratford upon Avon School is a large successful school currently with a student roll of over 1940, and with capacity to grow to 2100. We converted to an Academy in August 2011 and have just undergone a significant site development project to add capacity.

The role of Head's PA has evolved from being a purely desk-based, administrative job to one that assists with the smooth running of the school in a wider sense. This includes providing flexible support to colleagues in other areas when operational needs or unforeseen circumstances arise. The role is uniquely positioned liaising between the Headteacher, Senior Leadership Team, governors, staff, students, parents and external partners and stakeholders. Providing high-level administrative and organisational support remains a key feature of the role. The role requires a high level of interpersonal skills including considerable self-confidence, tact and emotional intelligence to build effective relationships with the different stakeholders and a genuine desire to work with young people.

The Head's PA will work primarily in a separate office alongside the Headteacher and other key members of support staff.

The post holder will be required to work pro-actively to ensure an efficient and rigorous approach toward all aspects of school administration and demonstrate a commitment to improving the systems and procedures underpinning this function.

Holiday Arrangements

This is primarily a term time post and personal leave is not allowed during term time. (See Appendix 2 in the job description for further details)

In the case that the successful candidate already has holiday arranged when offered the post, and if it is declared at this time, we honour the arrangement.

Induction and Professional Development

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, an appropriate professional development programme will be agreed, subject to the needs of the individual.

Grading of the Post

The pay system in operation uses a banding system, and this post is aligned to Band **G**. The indicative salary is as noted in the advertisement.

Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account. Cost of living rises are awarded for all staff on or around 1st April each year, except during national wage freezes. Increments within the scale for the post are automatic in April, as long as a minimum of six months has been completed by the time of the first increment and successful completion of the probationary period. For example, if starting in September, the increment would be paid the following April, but if starting on 1st December, the first increment would not be paid until six months had elapsed, that is on 1st June.

The Organisation of Staff at Stratford upon Avon School

There are around 240 staff employed at the school, with slightly over half being support staff.

We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

We take seriously the wellbeing of our staff and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff are given the opportunity to be involved in school improvement activities, and to contribute to student development through co-tutoring, mentoring and other areas appropriate to their role and expertise. Other opportunities include running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g., staff football or badminton), and participating in staff social events.

Start Date

It is anticipated that the successful candidate will be able to start as soon as possible. However, it is our policy always to appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

I hope you find this opportunity of interest, and we look forward to receiving your completed application form.

Meanwhile if you have any questions or queries about the post, please contact me via email

recruitment@stratfordschool.co.uk

Neil Wallace
Headteacher