

Personal Assistant to the Chief Executive Officer

Information for Applicants



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Welcome

Thank you for expressing an interest in the post of Personal Assistant to the Chief Executive Officer with our Trust.

First and foremost, this is a rare opportunity to make a tangible impact on the future life chances of our students, irrespective of their background or starting point.

This is an exciting time to join us as we embark on a period of transformational change. I, myself have only been in post one academic year as the inaugural Chief Executive Officer.

The Trust currently comprises two large secondary academies, located in North West Durham and we are keen to expand the number of schools within the MAT as soon as possible.

We all working towards one vision and that is to establish a high performing family of schools, founded on inclusive principles and high expectations. We place an unrelenting focus on school improvement where teaching and learning always comes first and students are at the forefront of any decision-making.

If you believe you have what it takes to join us on our journey of transformation and expansion, we would love to hear from you. You could help make this happen!

For interested candidates, I would encourage you to visit our fantastic campus to see for yourself the superb learning and working environment that we have. If you would like to arrange a visit or discuss my vision for the role, please email our HR Team at hr@ncdat.org.uk whereupon a mutually convenient date and time will be arranged.

Yours faithfully

A handwritten signature in black ink, appearing to read 'L Rodham', written in a cursive style.

Linda Rodham, Chief Executive Officer
New College Durham Academies Trust



About us

New College Durham Academies Trust (NCDAT) is a small but ambitious Multi Academy Trust based in North Durham. We have ambitions to grow but wish to remain a Durham MAT for local schools. The trust currently has 2 large secondary schools; Consett Academy and North Durham Academy.

Our Academies are at the heart of their local communities and strive to deliver on our founding principles of Inclusion, Progression and Excellence which supports a central vision of 'Students First'.

The principle of Inclusion provides opportunities for students of all abilities, aspirations and backgrounds and involving staff, governors, students and the wider community in determining the direction of our Trust. Our curriculums are broad and challenging, with the academic success of students at the heart of what we do.

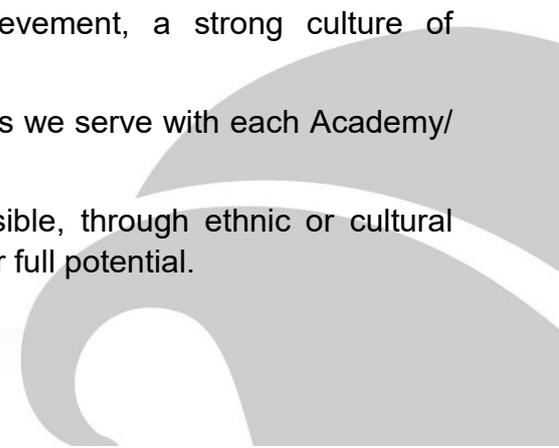
To encourage Progression, the Academy provides effective advice and guidance. This enables learners to make informed and appropriate decisions for future study and employment, encouraging them to take on new challenges and reach higher levels of achievement.

The focus on Excellence underpins all we do whether in learning areas, working in the community or governing and leading the Academy.

The Trust recognises that safeguarding our children and young people is core to all our activities, and we expect all staff, volunteers and wider stakeholders to share this commitment.

Our Aims are:

- To ensure our Academies are centres of excellence with a focus on the nurture and achievement of all their members;
- To promote mutual support, encouragement and benefit between our academies;
- To develop, as the core foundation of academic achievement, a strong culture of professional development amongst our staff;
- To celebrate and maintain the unique identity of communities we serve with each Academy/School at the heart of its community;
- To recognise and enable all those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty to achieve their full potential.





Advert

New College Durham Academies Trust is seeking to appoint a suitably skilled, experienced and highly professional Personal Assistant to provide outstanding support to our Chief Executive Officer.

PA to the Chief Executive Officer

**Working arrangements negotiable for the right candidate
(whole-time OR term time + 15 days)**

Grade 5

£27,515pa - £30,986pa (whole-time)

£25,864pa - £29,127pa (reflects TTO+ 15 days)

Applicants must have exceptional organisational skills and the ability to multi-task. They must be personable, approachable, responsive and accommodating and should be able to work with frequent disruptions. Interested candidates will need to work well as part of a team and must be able to work autonomously. Challenges and opportunities will appear on a daily basis, so applicants must be able to think on their feet, whilst following strict procedures and tight timescales; all within a highly confidential environment.

The successful candidate will ensure good school communication to all Academy stakeholders both internally and externally with a high degree of accuracy and attention to detail. As well as excellent interpersonal skills, you must have resilience and empathy and be able to work effectively under pressure. A sound administrative background is essential; as is an excellent working knowledge and application of various IT packages.

The job holder should be able to adopt a flexible approach in their working arrangements to suit the needs of the Academy, including the ability and willingness to minute-taking and attend school events after the Academy day. In return, the successful candidate will see how their role plays a vital contribution to academy-wide impact.

Job Description

POST: PA to Chief Executive Officer

RESPONSIBLE TO: Chief Executive Officer

GRADE/LEVEL: Grade 5

CORE PURPOSE: To provide a high level, comprehensive & confidential administrative support to the Chief Executive Officer

Overview of role and expectations

- To be the first point of contact for all stakeholders (internal and external) wishing to speak to the Chief Executive Officer.
- To provide day to day secretarial and administrative support for the Chief Executive Officer.

All the above to be in accordance with any directions which may reasonably be given by the Chief Executive Officer.

Working with the Chief Executive Officer, the post holder will:

- Support the implementation the Academy's vision and values
- Ensure that the Academy policies are promoted and adhered to
- Contribute in the Academy to developing a learning culture with high expectations in a safe and secure learning environment
- Foster effective relationships with parents/carers and students in the Academy

Secretarial Duties

- To support the Chief Executive Officer on a day to day basis to manage their workload, assess the priority of appointments etc. and reallocate as required.
- To undertake all administration duties for the Chief Executive Officer including producing correspondence, reports, presentations, minutes etc. quickly and accurately in the format required. To produce drafts of speeches, letters, articles etc. for the Chief Executive Officer's approval.
- To open and sort mail and pass to the relevant member of staff, with draft response for Chief Executive Officer if appropriate. To filter telephone calls by advising or offering alternative advice.
- To manage the Chief Executive Officer's diary, arrange meetings and appointments. To ensure the Chief Executive Officer is briefed and prepared for meetings in a timely way.
- To carry out background research and present findings.
- To arrange travel, accommodation and other personal diary commitments.
- To arrange hospitality for the Chief Executive Officer's meetings.
- To assist in providing excellent hospitality and successful management of academy events.

Job Description

- To liaise with external bodies on behalf of the Chief Executive Officer ensuring high professional standards of communication & presentation while representing the Academy.
- To take minutes at meetings and arrange for the timely distribution of minutes & agendas.

Other Duties

- To be familiar with Academic and DFE educational policies and the operational procedures of the Academy to be able to respond and act on issues and queries.
- To receive incoming telephone calls, deal with queries and follow up responses.
- To liaise and deal with queries from staff, students, governors, parents and all other visitors to the school and ensure that queries are directed to the most appropriate person, following agreed protocol, to ensure that the Chief Executive Officer is the final responder.
- Be prepared to undertake any relevant task if and when the need arises.
- Any other duties which may reasonably be required as directed by the Chief Executive Officer, commensurate with the general level of this appointment.

School Records

- To be responsible for the Chief Executive Officer's filing system – electronically and paper based.
- To operate the school information management system to keep accurate and up to date records, amending as necessary to produce management reports.

Developing Self & working with others

- Take part in an annual staff performance review with line manager
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice
- To set an example to students in work ethic , conduct, dress code, punctuality and attendance

Person Specification

Key

E/D:- Essential or Desirable

I: - Interview/Presentation

A:- Application Form

T:- Task

Qualifications and Training	E/D	Assessment Method
NVQ Level 4 or equivalent qualification in a relevant discipline or recent extensive and relevant experience working at a senior administrative level.	E	A
Experience		
Experience of working in an office environment and supporting senior leaders within an organisation – preferably educational.	E	A, I, T
Effective staff management.	E	A,I
ICT Systems experience. Preferably SIMS, Excel, CPoms, ClassCharts or similar systems	E	A, I, T
Understanding of DFE educational policies and procedures	D	A,I
Marketing experience	D	A, I
Experience of working in a school based environment	D	A,i
Skills and Knowledge		
Excellent numeracy / literacy skills – GCSE C/grade 4 or equivalent	E	A,I, T
Effective use of specialist ICT systems such as Microsoft word, mail merge, excel, SIMS	E	A,I, T
Full working knowledge of relevant policies/codes of practice/legislation	E	A, I
Ability to plan and develop systems	E	A,I
Website/Social media development and application	E	A,I

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Skills and knowledge continued	E/D	Assessment Method
Excellent verbal and written communication skills	E	A,I,T
Ability to organise, lead and motivate other staff	E	A, I, T
Knowledge and ability to evaluate learning needs and actively seek learning opportunities	E	A,I
Analytical and problem solving skills	D	A,I,T
Research skills	D	A,I
Knowledge of Continuous Professional Development in education sector	D	A,I
Knowledge of FOI/GDPR	D	A, I
Ability to drive and have full clean licence/or have daily access to mobility support	E	A,I
Attributes and Qualities		
Friendly and approachable manner	E	A,I
Self-motivated and proactive	E	A,I
Professional approach	E	A, I
Flexible approach to working arrangements	E	A, I
A commitment to working as part of the whole school team and supporting the vision and aims of the Academy	E	A, I
Willingness and commitment to participate in continuous professional development opportunities	E	A, I



How to apply

Application form

To download an application form please visit our website: [Current Vacancies | NCDAT](#)

Alternatively, please contact the HR Team as below:

By phone - 01207 291188

By e-mail - hr@ncdat.org.uk

Completed application forms should be emailed to hr@ncdat.org.uk

Please **do not** attach copies of CV's/qualification certificates. Only the information detailed on the application form will be used as part of the short-listing process. Applications from recruitment agencies will not be accepted.

Closing Date

Midday Friday 26th August 2022

Interview Date

To be confirmed

Interview arrangements

If you are shortlisted for this vacancy we will contact you by email to inform you of interview arrangements. Please note, if you have a Hotmail email account our email may go into junk so please check this regularly. Shortlisted applicants will be required to complete a self-declaration form as part of our safer recruitment procedures which are aimed at deterring and preventing unsuitable people from working with children

Location

This post is to work across both North Durham Academy and Consett Academy.

Pre-employment Checks

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check. We will also undertake checks on your identity, qualifications, medical fitness and take up employment references before interview, unless you have asked us not to.

Applicants should assume they have been unsuccessful if we have not contacted them within 28 days of the post closing.

Safeguarding Information

Trust Safeguarding Commitment

New College Durham Academies Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Safeguarding Policy

You can find the academy safeguarding policy using the links below:

[Policies | \(consett-academy.org.uk\)](https://consett-academy.org.uk)

[Policies | \(northdurhamacademy.co.uk\)](https://northdurhamacademy.co.uk)

Recruitment of Ex-offenders Policy Statement

The trust has a policy in the recruitment of ex offenders which can be found on the Academy website on the job vacancy page should you need to refer to it.

This post is included in the rehabilitation of Offenders Act 1974 (exceptions) order 1975 the successful applicant will be required to obtain a satisfactory enhanced Disclosure and Barring Service check with children's barred list check. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

