



# St Simon Stock Catholic School

LABORA CUM AMORE

## Executive PA & Cover Manager

### APPLICATION PACK

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Kent  
Catholic  
Schools'  
Partnership



'Academies in Christ'  
Part of the Archdiocese of Southwark

Ofsted  
Good  
Provider

*Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551*

# About Kent Catholic Schools' Partnership

We are 24 Catholic schools within the Archdiocese of Southwark who have come together into a multi-academy trust as the best way to protect and foster Catholic education in Kent. We are spread throughout Kent and in each of our schools aim to offer excellent education with a distinctive Catholic ethos: caring for, nurturing and developing every pupil as a complete young person equipped and ready to embark on their adult life.

Our primary mission is to provide an education for Catholic children, but non-Catholic families who value what we have to offer and want us to work with them in educating their children are very welcome indeed. Thousands of such children enjoy their experience and flourish in our schools.



## A message from our CEO

I am privileged to be the recently appointed CEO of the Kent Catholic Schools' Partnership, a Catholic multi-academy trust with a commitment to enabling our children and young people to have an excellent Catholic education.

I am very proud of all our academies and aim to draw on our combined strengths to make our Trust and our academies the very best places to learn and to work.

I look forward to continuing to build on our current successes and to further developing our structures and systems in order to maximise leadership, educational & pedagogical expertise; to pooling our resources for the benefit of all and to ensuring that we continue to offer high quality professional development which supports the career development of all of our staff.

Annemarie Whittle  
Chief Executive Officer



# *Letter from the Executive Principal*



**Dear Candidate,**

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Mike Wilson**

**Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School**



*Labora cum Amore ~ Work with Love*

# *About St Simon Stock Catholic School*

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 24 academies (19 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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# *Role description*

We wish to appoint an outstanding and experienced Executive PA and Cover Manager for our school. The role starts from September 2022.

As a PA you will be expected to provide an efficient administrative service to our Executive Team. We are seeking to appoint an experienced and dependable colleague who is able to respond to a wide range of responsibilities. You will need excellent communication and interpersonal skills, and flexibility in a pressurised environment whilst managing priorities effectively.

As a Cover Manager you will share our determination to transform the life chances of our students. We are looking for a highly effective colleague who works hard and has high standards. This is an exciting opportunity to work in a key role at the heart of our school. You will be able to remain calm and professional and be able to respond appropriately and promptly.

The combined role will require a commitment to ensure high levels of confidentiality with excellent communication and organisational skills. Previous experience of working in a school environment would be an advantage, although not essential for an outstanding candidate.

## **Benefits of working at St Simon Stock:**

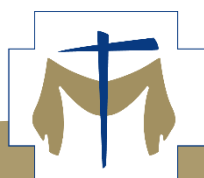
Well behaved students who are keen to learn

A supportive and caring working environment for staff and students

Dedicated and bespoke CPD time for all staff

Our Offer: We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.

If you wish to visit the school before applying or require any support with your application, please contact [HR@ssscs.co.uk](mailto:HR@ssscs.co.uk).



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# Job description

<b>Job Title:</b>	<b>Executive Team's Personal Assistant &amp; Cover Manager</b>
<b>Salary Grade:</b>	Kent Range 6 [£21,801 - £23,262 (pro rata)]
<b>Line Manager:</b>	Executive Principal and the Academy Principals
<b>Hours:</b>	25 hours/week, Mon-Friday, 7 am – 12 pm, 38 weeks + 10 non-pupil days (during school holidays, hours are flexible)

## Executive PA Role

**Purpose:** To ensure that the Executive Team is fully supported in all aspects of their work including confidential matters. Manage the Executive Team's office, secretarial and administrative functions, assisting as required. Advising on compliance with legislation and guidance, for example, DfE, data protection, Freedom of Information Act, GDPR, school governance. Supporting and encouraging the school's ethos and its objectives, policies and procedures.

1	OPERATIONAL
	Establish and maintain good relationships with the Trust, all colleagues, parents/carers and students, suppliers, contractors and other professionals.
	Provide efficient administration and secretarial assistance to the Executive Team.
	Manage the Executive Teams diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making travel arrangements.
	Open, sort and distribute Executive Team's mail including electronic mail, advising on any urgent matters.
	Organise meetings, conferences and events (internal and external) on behalf of the Executive Team, including booking suitable venues, setting up appropriate table arrangements, ordering refreshments, reserving parking etc
	Ensure invites are sent out in a timely manner to invited guests (Academy Committee, KCSP CEO etc) to Mass during the year, Year 13 and Yr 11 Awards Evenings in December, Christmas Carol evening in December, end of year Productions, Art Exhibition at the end of the year and any other event the school holds.
	Maintain a file of all school policies, advising the Executive Team when they are due for review and/or are due to be updated due to changes in legislation/guidance.
	Liaise as required with Academy Committee, staff (teaching and support), students and parents/carers on behalf of the Executive Team.
	Liaise with professional bodies, outside agencies, other schools and organisations etc, and attend to queries as required by the Executive Team.
	Oversee and be responsible for the circulation of incoming mail and outgoing post including Academy Committee mailings, taking appropriate action as necessary.
	Act as the point of contact in relation to any complaints received, referring matters to appropriate members of Executive Team when required.
	Assist in the collation and preparation of statistics, management information and reports as required by the Executive Team, the governors, auditors, the local authority (LA), and the DfE.
	Assist in transferring data safely when information system(s) are introduced and/or changed.
	Manage end of year presentations: order buffet, order Staff leaving cards and gifts well in advance,
2	GENERAL
	Ensure compliance with data protection regulations.
	Take minutes/notes in meetings, as required, and circulate associated information.
	Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.
	Deal with correspondence promptly and as required.
	Attend 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.
	Attend training sessions and meetings as required.
	Keep up-to-date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues as appropriate.



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# Job description

## Cover Supervisor Role

**Purpose:** To manage all day to day short term cover for staff absence, providing fair and effective allocation of cover at all times. Liaise with teachers regarding school trips and in school events. Organise room changes for exams, building works or in school events. Organise CVs from supply agencies for any open posts and liaise daily with supply agencies and book staff as required. Be the main point of contact for supply staff liaise with supply agencies and authorise staff timesheets. Be in charge of other administrative tasks as requested by the Principals.

1	<b>SUPERVISION AND MANAGEMENT</b> Manage the supply teachers
2	<b>CREATIVITY AND INNOVATION</b> The post holder works mainly within laid down guidelines but will be required to assist in the development of procedures.
3	<b>CONTACTS AND RELATIONSHIPS</b> <ul style="list-style-type: none"><li>❖ Principal</li><li>❖ Senior Management Team</li><li>❖ Staff - teaching and support</li><li>❖ Students</li><li>❖ Outside agencies</li></ul>
4	<b>DECISION MAKING</b> The post holder may be required to make decisions in collaboration with senior staff.
5	<b>RESOURCES</b> The post holder is expected to handle resources carefully but is not personally accountable for the security of physical resources.
6	<b>WORKING ENVIRONMENT</b> The post holder is subject to interruptions from staff, students and outside agencies but this is an integral part of the role.



This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

Sign and date below to confirm that both parties have reviewed this job description, agreed any amendments and confirm that it reflects the current responsibilities expected of the postholder.



# Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A*- C) including English and Maths (or equivalent)	E
Knowledge & Experience	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E
	Ability to use relevant technology, e.g. computer, video, photocopier	E
	Ability to relate well to children and adults	E
	Basic first aid knowledge as appropriate	E
	Good level of ICT skills	E
	Experience using SIMS would be an advantage	D
	Working knowledge of Trust and school policies and procedures	D
Skills, Qualities & Abilities	Empathy with pupils	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	D
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	D



# *Application process*

Please contact the school at [HR@ssscs.co.uk](mailto:HR@ssscs.co.uk) to obtain an application form or download it from our website [here](#).

If you wish to visit the school before applying or require any support with your application, please contact [HR@ssscs.co.uk](mailto:HR@ssscs.co.uk)

**Please send your application form and related documents to the HR Hub [HR@ssscs.co.uk](mailto:HR@ssscs.co.uk)**

**Closing date for applications: 7<sup>th</sup> October, 2022**

**Interviews to be held on: Week of 10<sup>th</sup> October 2022**

## Safer Recruitment

*St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.*

