



**Candidate Brief for the position of
Headteacher's PA
December 2022 (or earlier)**

Application deadline: 12 noon Monday 24th October 2022



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October 2022

Dear Applicant,

Thank you for expressing an interest in the post of PA to the Headteacher of Oakwood Park Grammar School. This information pack will, I hope, give you a good flavour of the school as well as the application process. I hope reading it, you will decide to apply.

The post is available as the current postholder is stepping down after over 30 years of outstanding service to the school. Ideally, we would like the successful applicant to be able to start work as soon as possible in the Autumn term to work alongside the current postholder so they can be successfully inducted.

I believe we are a friendly school with a supportive work environment. This is a post for someone who has a capacity for hard work, a sense of humour and a compassionate approach to issues.



Kevin Moody
Headteacher

Information about the school

Oakwood Park Grammar School is a popular and successful boys grammar school, with a co-educational sixth form. The number currently on roll is 1101 with a sixth form of 315 pupils. Admission to the school is by the Kent Test (11+) with tests in Mathematics, English and Reasoning. Each year typically we admit 160 boys into Year 7.

The school was last inspected in 2019. It gained an overall judgement of Good with Outstanding judgements for the sixth form and behaviour.

We have been able to invest nearly £8 million over the last eight years in building a new teaching block (the Centenary Building) and new windows in the main teaching block, as well as a brand new heating system.

Exam results are generally very good. This year 64% of all grades at A Level were A*/B, with 51% of all grades at GCSE at grades 9-7. Four pupils successfully gained places at Oxbridge last year and a large number of pupils regularly gain places at Russell Group universities.

Sport, Music, Drama and Art are very popular in the school and there are high standards of performance in all of these areas.

The Senior Leadership of the school consists of:

Kevin Moody	Headteacher
Anne Lewell	Deputy Headteacher
Judith Bevan	Deputy Headteacher
Sarah Craig	Deputy Headteacher
Abbie Hern	Director of 6 th Form



Job Description

PA to the Headteacher

Reporting to:	Headteacher
Hours of duty:	37 hours per week, with an unpaid lunchbreak of 1 hour per day
Contract:	All year round, of which 39 weeks are in term time, including 5 staff training days. Other dates to be worked are to be agreed with the Headteacher. Annual leave is agreed with the Headteacher and based on length of service and salary.
Salary:	Oakwood Scheme 11, starting salary £41,216

Key Tasks and Responsibilities

1. **Managing the Headteacher's Office**, including correspondence, minuting meetings, writing letters, organising meetings with staff, parents and governors.
2. **Handling all Personnel matters in the school**
This will include vacancies, appointments, collating applications, taking references and arranging interviews, issuing job offer letters and processing contracts.
Managing the DBS checks and making sure the Single Central Record is up to date on a regular basis.
Recording all sickness and absence on SIMS.
3. **Managing the Admissions Process for entry into the school in Year 7**
Carrying out the ranking procedure set by KCC in January of admission year.
Offering places to Year 6 students in March.
Keeping records of acceptance and refusal of places.
Downloading details of new students through the portal (CTF).
Managing all casual admissions to the school and arranging suitable dates for testing with the Examinations Manager.
Managing the process of marking casual admission papers.
Notifying parents of decisions and reporting outcomes to the KCC.

4. **Managing the Appeal Process for entry into the school in Year 7**
Keeping records of appeals, requesting scores and Headteacher assessments where relevant.
Liaise with the Clerk to the Appeals Committee and work closely with her to determine outcomes before notifying parents of decisions.

5. **Acting as Clerk to the Governing Body**
Producing agendas for Full Governing Body meetings.
Attend and minute Full Governing Body meetings.
Keep register of attendance and Business Interests.
Issue the minutes
Keep all Governor Policies up to date (including on the website).
Update GIAS on change of Governors and terms of office.
Run elections when needed.

Application Process

1. Kindly download the application form available from www.opgs.org or use the online application form from the website you are applying through.
2. Please also attach a typed A4 letter (no more than 2 sides please) indicating what qualities and experience you have that make you a suitable candidate for the role.

Closing date for applications: 12 noon 24th October 2022.

Interviews: Week commencing 31st October 2022

3. Interview process.
During the day you will be interviewed by the Headteacher, a Governor and a member of the Senior Leadership Team. You will have a tour of the school and you will be able to meet the office team and the current postholder. You will be asked to complete an in-tray exercise which will test your skills for the role.
4. If you have any questions about the role, please do not hesitate to contact Theresa Williamson, my PA.
5. Good luck!

Kevin Moody
Headteacher