



THE HOWARD  
Academy Trust

# Candidate Briefing Pack

PA to the Chief Executive  
(Maternity Cover)





# Welcome to The Howard Academy Trust

As a Trust, we currently comprise of 7 schools, across Kent and Medway. We currently have 3 secondary schools and 4 primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision for our member schools is “working together to create a community of successful learners”. In doing this, we will deliver an outstanding education for the children and young people who attend our academies. We endeavour to ensure that all our pupils have access to the highest standards of teaching, resources and opportunities. The Trust’s role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Both Temple Mill Primary School and Waterfront UTC joined the Trust as sponsored academies and have moved from Special Measures to a Good school on their first inspection. Our schools serve their own community, and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

**Owen McColgan**  
Chief Executive  
The Howard Academy Trust





## *Working together to build a community of successful learners*

### Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

**Excellent teaching and learning that promotes inclusivity;**

Regular opportunities for collaborative CPD to ensure best practice across academies;

**A proactive network for joint working across academies, for staff at various career stages;**

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

**The unique character of each academy is valued and contributes to the THAT whole Trust ethos;**

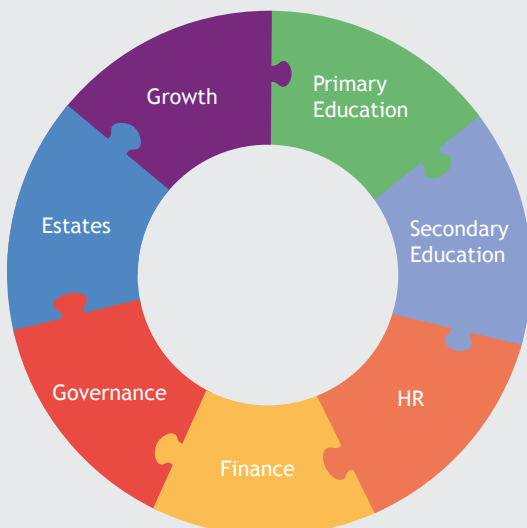
Shared whole Trust values of dignity, respect and ambition;

**High aspirations for all involved with the Trust and a solutions led approach;**

Each academy is a hub for its local community and families;

**Facing outwards and working in collaboration with other organisations and stakeholders;**

A centralised team that allows academies leaders to focus on their core purpose of education.



### Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

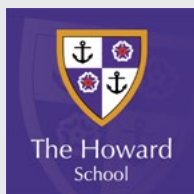
Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Temple Mill Primary School**  
240 Pupils on Roll  
Rated Good by Ofsted  
Located in Strood, Kent



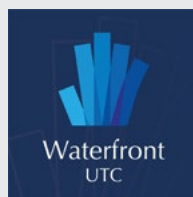
**Deanwood Primary School**  
230 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Thames View Primary School**  
460 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Miers Court Primary School**  
400 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Waterfront UTC**  
270 Pupils on Roll  
Rated Good by Ofsted  
Located in Gillingham, Kent



**The Abbey School**  
1,200 Pupils on Roll  
Located in Faversham, Kent

Further information about our  
academies can be found at  
[www.thatrust.org.uk](http://www.thatrust.org.uk)



# Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



## Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

## Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

## Wellbeing

- All year round support staff receive 24 days annual leave (pro-rata'd for part time staff) as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

## Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



*Hear from staff across the Trust*



# Job Description

<b>Post:</b>	PA to the Chief Executive ( <i>Maternity Cover</i> )
<b>Location:</b>	Trust Central Team, Waterfront UTC
<b>Function/Department:</b>	Trust Central Team
<b>Grade/Salary:</b>	C2 17- 25
<b>Responsible to:</b>	Chief Executive

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of PA to the Chief Executive at The Howard Academy Trust as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Board of Directors. The post-holder is required to fully support the vision, ethos, and policies of the Academy Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

## Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

## Key responsibilities:

To act as first point of contact for the Chief Executive, proactively and promptly reviewing and tracking incoming enquiries such as emails, invitations and correspondence and responding directly, delegating to colleagues, or advising on responses to the Executive Team, providing clarity of outcome/actions and ensuring these are followed to resolution in a professional manner.

## To ensure the effective operation of the Chief Executive office.

- Ensure that the Chief Executive is fully supported in all aspects of their work including confidential matters.

- Maintain short, medium and long-term diaries for the Chief Executive and Executive Team making necessary travel, meeting and other arrangements for appointments.
- Ensure that the Chief Executive is fully prepared for all meetings and engagements by preparing relevant briefing notes/collating relevant papers.
- Make administrative arrangements and plan for internal and external meetings, interviews and conferences and attend as necessary.
- Provide high level secretarial support to key internal and external meetings involving the Chief Executive, including preparing agendas, coordinating or writing papers, producing minutes and ensuring follow-up actions are progressed.
- To ensure effective communication and liaison across the academies within THAT and with external bodies with which the Chief Executive requires representation and is involved, as required.
- To prepare high quality correspondence, reports, memos and presentation material as required, reflective of THAT branding.
- Manage information and administration systems; maintain manual and computerised filing systems; organise and retrieve information, ensuring efficient and cost effective systems are established, maintained and reviewed.
- Collate and maintain an up to date register of Trust policies and local policies ensuring that academies are compliant with DfE requirements
- Provide ad-hoc support to the Executive Team as required. The Chief Executive will support with assessing capacity or reprioritising workload where necessary.
- To receive and welcome visitors to the Chief Executive/Executive Team in a professional manner, providing refreshments and arranging hospitality as required.

#### Administration

- The nature of this role includes several admin tasks, please see above.

#### Resources

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Arbor, E-mail).

#### Management

- This post does not have any management responsibilities.

#### Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

*This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.*

*An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Chief Executive to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*

# Person Specification

## Post: PA to the Chief Executive (*Maternity Cover*)

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>Maths &amp; English GCSE or equivalent Grade C and above</li> <li>Have undertaken training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>Have an NVQ or relevant qualification in secretarial skills, administration, business studies or any other relevant subject.</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of providing PA support</li> <li>Working in a busy administrative role, demonstrating exemplary practice.</li> <li>Providing dedicated support to a senior manager.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the Academy sector</li> <li>Experience of working as a PA to the Chief Executive of an organisation</li> <li>Organisation of staff training</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>Strong organisational skills</li> <li>Apply fast and accurate keyboard skills.</li> <li>Handle highly confidential or sensitive information in an appropriate and secure manner.</li> <li>Demonstrate a strong working knowledge of office software and administration systems.</li> <li>Demonstrate a good telephone manner when dealing with a range of callers.</li> <li>To format and type formal letters, reports and documents.</li> <li>Demonstrate a high level of literacy in using the internet, digital devices, software and apps.</li> <li>Excellent time management and organisation skills</li> <li>Ability to work both alone and within a team to achieve specified standards</li> <li>Be flexible to changing demands of the post</li> <li>To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>Be able to write in shorthand</li> <li>Knowledge of child protection and safeguarding policies</li> <li>Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> </ul>

## Characteristics and Competencies

- Excellent verbal and written communication skills
- A flexible approach towards working practices
- The ability to work both as a team and independently
- A commitment to empowering and supporting others
- Dedication to professional development of yourself and others
- Capable of handling a demanding workload and ability to prioritize effectively
- Professionally assertive and clear thinking
- Friendly, committed and approachable