



# Hurstmere School

## Candidate Briefing Pack Personal Assistant to the Principal & Office Manager





# Welcome to The Howard Academy Trust

As a Trust, we currently comprise of 8 schools, across the South East. We currently have 4 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;**

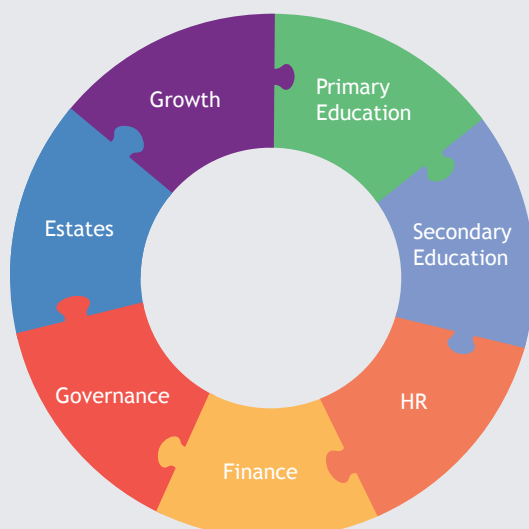
Shared whole Trust values of dignity, respect and ambition;

**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



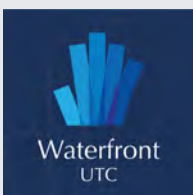
**Temple Mill Primary School**  
240 Pupils on Roll  
Rated Good by Ofsted  
Located in Strood, Kent



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



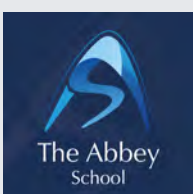
**Thames View Primary School**  
450 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



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



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



**The Abbey School**  
1,100 Pupils on Roll  
Located in Faversham, Kent



**Hurstmere School**  
960 Pupils on Roll  
Located in Sidcup, London



# 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. The Howard Academy Trust has received the Platinum 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

- Full Time support staff receive 23 days annual leave 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.





# Welcome to Hurstmere School

Hurstmere School is a popular non-selective secondary academy for boys aged 11 - 16, situated in Sidcup. Our school is an inclusive place of learning that celebrates and welcomes diversity. Every member of our community is known, cared for, and valued for the contribution they make. We aim to provide the very best educational experience for every single one of our pupils.

We work hard to provide this by:

- Having the highest academic standards and expectations for all our pupils, which celebrates success and promotes aspiration, so that pupils exceed their potential.
- Firing pupils' imaginations which fosters self-belief, resilience, and the ability to learn from failure.
- Providing a wide range of learning opportunities in and outside of the classroom for pupils to learn in a safe, supportive, creative, and happy environment.
- Working with a range of educational and supportive bodies to provide the best education and pastoral care possible, so all pupils believe and achieve, as well as looking after pupil's mental health and wellbeing.

We believe that it is essential that school is a challenging, inspirational, and transformational experience. We also believe that it must support parents in providing a moral framework for learners to live their lives by and that pupils perform to their best abilities when they feel supported, confident, and happy.

We are enormously proud of our academic, sporting, and cultural successes; however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school.

In addition to academic success, we also place extremely high value on the development of character; responsibility, ambition, honesty, confidence, compassion, and courage. This is targeted through a wide range of Learning for Life and extra-curricular opportunities, in tandem with the regular school curriculum.

**Our Mission** inspires us to go the extra mile every day to ensure our pupils 'Believe and Achieve'; to be the best that they can be.

**Our Vision** is for our pupils to have high aspiration and confident self-belief, that with hard work and determination, there are no boundaries to what they can achieve; that our pupils believe in themselves and achieve their full potential.

The School has a large site with dedicated areas for each subject, including science laboratories, spacious technology workshops, computer suites and superb sports facilities.

Our commitment to learning is initiated on our growth mindset 'can do' culture. At Hurstmere School, achievement for ALL pupils through a rounded and inclusive approach is paramount. Pupils with special educational needs are empowered and encouraged to succeed and reach their true potential.

Hurstmere School hosts the School Games programme for the whole borough of Bexley, having recently agreed to a request by the Youth Sports Trust to add the Northern half of the borough to our successful and long-established School Games Network. The School Games is used to drive whole school improvement, supporting schools to develop cross curricular links, increase physical activity, and develop personal and social skills, general well-being and raising standards across the school.

## Our Values



### Integrity

Acting with integrity and honesty so that challenges can be met whilst encouraging responsible decision making.



### Teamwork

Creating an outstanding school community where we delight in learning, achieving, and growing together, working as a team.



### Self-Belief

Where self-belief is nurtured, encouraging strength of character and a belief in our ability to be the best we can be.



### Respect

Treating each other with dignity, courtesy, and respect; celebrating and welcoming diversity.



### Resilience

Resilience to face disappointment, learning from failure and adapting to change.



### Ambition

To be passionate in our desire and determination to achieve success and exceed our potential.



### Leadership

Empowering pupils to work in partnership with each other, staff and with the wider school community.





# Job Description

**Job Title:** Personal Assistant to the Principal & Office Manager

**Contract Type:** Full time, Permanent, all year round

**Remuneration:** Bexley NJC point 12 (FTE £37,632 - £43,227)

## Core Purpose

The holder of this post is expected to carry out the professional duties of a Personal Assistant to the Principal & Office Manager as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Principal. The post-holder is required to fully support the vision, ethos and policies of the 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;
- 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 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 children 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 children in the school.

## **Personal and professional conduct**

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

The Personal Assistant will provide comprehensive administrative support to the Principal, managing the Principal's schedule and communications and will support the Principal with school-based administration. The post holder will also oversee the day-to-day administrative operations of the school ensuring the efficient running of the school office.

This is a key role within the school, requiring an individual who is organised, adaptable, and able to work effectively across multiple functions.

## **Key responsibilities:**

### ***Personal Assistant to the Principal:***

1. Administrative Support:
  - a. Manage the Principal's calendar, schedule meetings, and arrange appointments.
  - b. Prepare and maintain the Principal's calendar, ensuring all meetings, events and appointments are efficiently coordinated.
  - c. Prioritise incoming communications and requests, acting as gatekeeper for the Principal with professionalism and discretion.
  - d. Prepare, proofread, and circulate correspondence and documents on behalf of the Principal.
2. Communication Management
  - a. Act as the first point of contact for phone calls, emails and correspondence addressed to the Principal.
  - b. Draft, proofread, and send out routine communications on behalf of the Principal.
  - c. Liaise effectively with staff, students, parents and external stakeholders, ensuring the Principal's communication are timely and accurate.
3. Meeting and Event Coordination
  - a. Organise the arrangements for meetings chaired and or/attended by the Principal, ensuring all materials, agendas and relevant documents are prepared in advance.
  - b. Take minutes of meetings when required, distributing them promptly to attendees.
  - c. Coordinate events such as parents evenings, staff meetings and whole school events, providing logistical and administrative support.
4. Confidentiality and Data Management:
  - a. Handle sensitive information confidentially and professionally.
  - b. Ensure compliance with data protection laws and school policies related to confidential information.

### ***Office Management Responsibilities:***

The workload in the office is demanding, requiring high levels of organising, excellent customer service skills, high levels of initiative, a pro-active approach and first-class communication and co-operation.

1. Office Administration:
  - a. Oversee the day-to-day operations of the school office, ensuring the smooth and efficient running of office activities.
  - b. Manage office supplies and ensure the office is well-stocked and organised.
  - c. Line manage office staff and provide support to ensure the office operates efficiently.
  - d. Act as a point of contact for internal and external stakeholders regarding office matters.
  
1. Health and Safety:
  - a. Ensure office facilities and equipment are maintained in line with health and safety requirements.
  - b. Coordinate emergency procedures, and general health and safety audits within the office.

### ***HR Administration:***

The Howard Academy Trust manage HR centrally. The postholder will work closely with the Trust and support the Principal with day-to-day HR issues.

2. Staff Recruitment and Onboarding
  - a. Assist with the recruitment process, including shortlisting candidates, and scheduling interviews.
  - b. Support the onboarding process for new contractors, volunteers, and catering staff, ensuring all necessary documentation and compliance checks (DBS) are logged.
  - c. Support the onboarding of new staff by arranging appropriate induction into the administrative functions of the school, liaising with IT as required.

### **Staff Absence and Records Management**

- a. Record staff attendance, including sick leave, holidays and absences.
- b. Maintain up-to-date personal details

### **Training and Development**

- c. Assist with coordinating CPD for support staff
- d. Support the Principal in identifying training needs and liaising with external providers as required.

**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

# Person Specification

**Post:** Personal Assistant to the Principal & Office Manager

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> </ul>	<ul style="list-style-type: none"> <li>Evidence of ongoing professional development</li> <li>First Aid Training</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Proven experience as an administrator, office manager or Personal Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within the academy or education sector</li> <li>Familiarity with school-based management systems (Arbor, CPOMS etc.)</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>Be adept at handling sensitive information with a high level of discretion and confidentiality.</li> <li>Proficiency in Microsoft Office Suite and other relevant software.</li> <li>Be a team player, with a 'can-do', solution focused attitude.</li> <li>Demonstrate outstanding communication and interpersonal skills.</li> <li>Be highly organised, with excellent attention to detail.</li> <li>Ability to manage multiple tasks and priorities effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of child protection, 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>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>Proactive and able to use initiative to solve problems.</li> <li>Highly professional, with a positive and adaptable approach to work.</li> <li>Excellent interpersonal skills and the ability to build relationships at all levels.</li> <li>A strong attention to detail and a commitment to accuracy.</li> <li>Flexible and adaptable to a range of administrative tasks and demands.</li> </ul>	

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| <ul style="list-style-type: none"><li>• Ability to work under pressure and meet deadlines in a fast-paced environment.</li></ul> |  |
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