



THE HOWARD
Academy Trust

Recruitment Pack

PA to the Chief Executive (Maternity Cover)



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

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.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



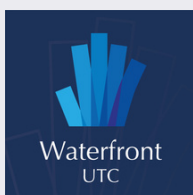
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



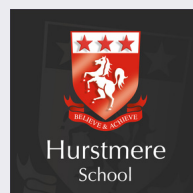
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



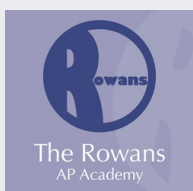
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



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



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Job Description

Post:	PA to the Chief Executive
Location:	The Howard Academy Trust, Waterfront UTC
Function/Department:	Trust Central Operations Team
Grade/Salary:	NJC C2 points 17- 25
Contract Type:	Full time, Fixed Term
Responsible to:	Chief Executive Officer

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.
- Support members of the Executive team at the discretion of the Chief Executive

- Maintain short, medium and long-term diaries for the Chief Executive and Executive Team making necessary travel, meeting and other arrangements for appointments.
- Coordinate and lead various wide-ranging tasks at the direction of the Chief Executive or Executive
- 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. Embracing and utilising AI where possible to enhance efficiency
- 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 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.
- Keep abreast of the priorities of the Chief Executive and the Trust to anticipate future needs proactively
- Lead on co-ordination of key projects such as the annual Trust awards, support with projects such as the Trust conference
- Be flexible and adaptable to a fast paced workload, supporting the Chief Executive and Executive at short notice when required for urgent tasks.

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

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
Education and Qualifications	
<ul style="list-style-type: none"> Maths & English GCSE or equivalent Grade C and above Have undertaken training relevant to the post. 	<ul style="list-style-type: none"> Have an NVQ or relevant qualification in secretarial skills, administration, business studies or any other relevant subject. Project management qualification Secretarial/ personal assistant qualification
Experience	
<ul style="list-style-type: none"> Experience of providing PA support Working in a busy administrative role, demonstrating exemplary practice. Providing dedicated support to a senior manager. Experience of managing/ coordinating large projects 	<ul style="list-style-type: none"> Experience of working in the Academy sector Experience of working as a PA to the Chief Executive of an organisation Organisation of staff training
Knowledge and Understanding	
<ul style="list-style-type: none"> Exceptional organisational skills Excellent level of computer literacy including willingness to embrace emerging technologies such as AI Advanced user of Microsoft word and outlook with strong excel and powerpoint ability Apply fast and accurate keyboard skills. Handle highly confidential or sensitive information in an appropriate and secure manner. Demonstrate a strong working knowledge of office software and administration systems. Embrace and have knowledge or emerging technology such as AI minute taking to embrace technology and increase efficiency Demonstrate an exceptional level of professionalism To format and type formal letters, reports and documents. 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies 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

<ul style="list-style-type: none"> • Demonstrate a high level of literacy in using the internet, digital devices, software and apps. • Excellent time management and adaptability • Ability to work both alone and within a team to achieve specified standards • To undertake any training relevant to the role 	
Characteristics and Competencies	
<ul style="list-style-type: none"> • 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 	

