

## HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

Telephone: 01795 424223

[www.highsted.kent.sch.uk](http://www.highsted.kent.sch.uk)

Email: [recruitment@highsted.kent.sch.uk](mailto:recruitment@highsted.kent.sch.uk)

### Headteacher's PA

37 hours a week, full time all year round (8am start).

(Highsted Academy Trust pay band 8: £25,692)

Friendly, flexible and enthusiastic Headteacher's Personal Assistant required to work at this outstanding girls' grammar school. Responsible for ensuring that the Headteacher is fully supported in all aspects of their work including confidential matters. The successful candidate will also line-manage the school office and co-ordinate effective systems / procedures. Advising on compliance with legislation and DFE guidance.

Application forms containing contact details of two referees, including email addresses and covering letter explaining why you feel you would be suited to this post.

**Please contact Linda Sayers at the school or visit the website to download further information and an application form: [www.highsted.kent.sch.uk](http://www.highsted.kent.sch.uk)**

(Closing date noon 4 October 2021)

*Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.*

*Highsted Grammar School is an Equal Opportunities Employer.*

*Please note Highsted Grammar School operates a no smoking policy.*





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## GENERAL INFORMATION

### Summer 2021 school performance: GCSE results achieved by pupils at the end of key stage four

	2021	2020
Percentage A*/A grades / 7 and above	57.9%	57.6%
Percentage of pupils gaining 9 - 4 grades, in English and maths	100%	100%
Percentage of pupils gaining at least two 9 - 4 grades, science	99.2%	100%
Percentage of pupils gaining at least one 9 - 4 grade, MFL	94.3%	98.4%
Percentage of pupils achieving history or geography 9 - 4	99.0%	98.4%
Percentage of pupils achieving English Baccalaureate*	98.4%	98.3%

\* **English Baccalaureate** consists of 9 - 4 grades at full GCSE in English, mathematics, two science subjects, a foreign language and history or geography.

### A-level results achieved by students at the end of Year 13

	2021	2020
Percentage pass rate	100%	100%
Percentage A*-B grades	83%	81%

*'Highsted Grammar School is an outstanding school. It knows its strengths and areas requiring improvement very well.'*  
*'The school is ambitious for its students and is very effectively focusing the staff team and the girls themselves on raising their expectations and achievements.'*

*'The school effectively enables girls to make excellent progress. They achieve the highest academic standards.'*  
*'The curriculum gives girls an outstanding range of experiences and there is excellent involvement in extra-curricular activities.'*

*'There is a strong mutual respect between staff and girls. Initiative is encouraged and girls say that they get on very well together, help one another and enjoy school.'*

(Ofsted Inspection report 2009)

Highsted Grammar School is a small girls' grammar school (around 900 on roll, including 182 in Sixth Form) situated in the North Kent town of Sittingbourne. As an outstanding school, we were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the

continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and SCITT trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Highsted continues to be placed in the top 100 secondary schools (The Telegraph) based on our A-level results.

The school, formerly sponsored by Microsoft, received specialist school status through science and consequently we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition in the school. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has now become a regular part of the summer term enrichment programme, supported by substantial grants from the EU.

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a successful department and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

In line with supporting the wellbeing of all staff, all Highsted employees will receive a private health care package supported by Benenden Health Care.

Anne Kelly (March 2021)

**HIGHSTED GRAMMAR SCHOOL: JOB PROFILE**  
**RESPONSIBILITIES FOR EDUCATIONAL SUPPORT STAFF**

**Job title:** Headteacher's PA

**Reports to:** Headteacher

**Postholder's name:**

**Date:** September 2021

**Grade:** Highsted Academy Trust Band 8

**Hours:** 37 hours a week, full time all year round (8 am start)

***Purpose of job***

**Job purpose:** The Headteacher's Personal Assistant is responsible for:

- Ensuring that the Headteacher is fully supported in all aspects of their work including confidential matters.
- To line-manage the school office and co-ordinate effective systems / procedures; to appraise members of support staff and admin staff as required.
- Advising on compliance with legislation and guidance, for example, DFE, data protection, Freedom of Information Act, school governance.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

*Highsted Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Please note Highsted Grammar School operates a no smoking policy.*

*Hours of work 8.00 am – 4.30 pm Monday to Thursday, 8.00 am – 4.00 pm Friday, all year round.*

***Dimensions***

***1. Line management responsibilities:***

Administration office staff

***2. Statistical information relating to the scope of the job.***

School roll: 900

Agreed by .....

Approved by .....

Date .....

## **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher. Please note that the post holder may be required to work outside of normal school working hours for school activities, events, meetings and emergencies.

## **Conditions of employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.
- S/he shall act with professional discretion and maintain confidentiality at all times.

## **Job specification**

### **Operational**

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- S/he shall provide efficient administration and secretarial assistance to the Headteacher.
- S/he shall manage the School calendar and diary including booking appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making travel arrangements.
- S/he shall open, sort and distribute both the Headteacher's mail including confidential electronic mail, advising on any urgent matters.
- S/he shall organise meetings, conferences and events (internal and external) on behalf of the Headteacher, including refreshments and taking minutes as required.
- S/he shall maintain a file of all school policies, advising the Headteacher when they are due for review and/or are due to be updated due to changes in legislation/guidance.
- S/he shall maintain accurate records of senior leadership group (SLG) and staff meetings, distributing agendas, minutes and other relevant documentation as required.
- S/he shall undertake administrative duties for the SLG.
- S/he shall liaise, with the agreement of SLG, as required with governors, staff (teaching and support), students, parents/ carers on behalf of the Headteacher.

- S/he shall liaise with professional bodies, outside agencies, other schools and organisations etc., and attend to queries as required by the Headteacher.
- S/he shall assist in investigations and casework, for example disciplinary, as required.
- S/he shall co-ordinate advertising and articles relating to the school in educational publications, the local and national press.
- S/he shall, on behalf of the Headteacher, liaise with outside agencies on ad hoc projects involving marketing, designing and printing school related publications.
- S/he shall oversee and be responsible for the circulation of incoming mail and outgoing post including governors' mailings, taking appropriate action as necessary.
- S/he shall act, in association with the SLG, as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.
- S/he shall assist in the collation and preparation of statistics, management information and reports as required by the Headteacher and Senior Leadership Group, the governors, auditors, the local authority, and the DFE.
- S/he shall assist in the setting up and maintaining of archive files and historical data.
- S/he shall assist the Chief Financial Officer in the coordination and delivery of key administrative tasks/events relating to the school census and auditors.
- She/he will oversee the Admissions arrangements for the school on behalf of Highsted Academy Trust (Casual in-year admissions and the arrangements for the Highsted Test)

### **Personnel**

- S/he will undertake responsibility for staff appointments including advertising, arranging interviews, undertaking pre-employment checks and completing the Single Central Record in addition to producing contracts.
- S/he shall oversee arrangements for the induction of all new staff as required, identifying training needs and maintain the ongoing professional development records for all staff.
- S/he shall monitor staff attendance, signing-in, punctuality, annual leave and oversee arrangements for staff reviews as necessary.
- S/he shall oversee the effective deployment of all staff within her/his areas of responsibility.

### **Administrative**

- S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- S/he shall undertake responsibility for all administration relating to areas within her/ his remit.
- S/he will ensure the website is maintained, up-to-date and meets all current requirements.
- S/he shall ensure that all manual, computerised records and filing systems relating to all areas within her/his remit are maintained as required (including manual and computerised systems eg. SIMS).
- S/he shall process, input, extract and analyse information from school's database system/s.
- S/he shall ensure compliance with data protection regulations.
- S/he shall take minutes/notes in meetings, including meetings outside normal working hours as required, and circulate associated information.

- S/he shall answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.
- S/he shall deal with correspondence promptly and as required.

**General**

- S/he shall attend school events as required.
- S/he shall participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- S/he shall arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations; attend training sessions and meetings as required.
- S/he shall keep up to date with developments and changes in legislation and guidance, and communicate appropriate information to colleagues as appropriate.
- S/he shall support the Headteacher in advising the governing body and its committees as appropriate, in association with the Chief Financial Officer.
- S/he shall seek, consider, and act upon professional support and advice as required.
- S/he shall take care of their own and other people's health and safety.

**Confidentiality**

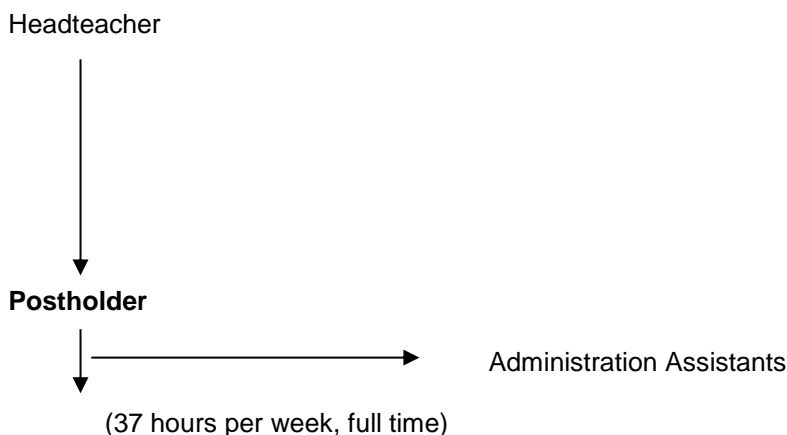
**All personal information regarding pupils, parents, employees at the school to which the Headteacher’s PA may have access in the course of his/her work are to be regarded as strictly confidential in all respects even within the working environment. Disregard of confidentiality will be grounds for disciplinary procedure.**

To fulfil as an employee, legal obligations under Health and Safety requirements; namely those of personal safe practice and the promotion of Health and Safety procedures generally.

**Job context**

The postholder has day to day contact with staff, students, parents and members of the public, in person and by telephone and works as a Receptionist/Clerical Assistant as part of the Administration team.

**Organisational structure**



## HEADTEACHER'S PERSONAL ASSISTANT (PA)

### PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience:</b>		
<ul style="list-style-type: none"> <li>• Educated to at least GCSE grade C standard or equivalent in English and Mathematics.</li> <li>• Experience of working in a busy office/work environment.</li> <li>• Proven experience in a PA (or similar) role.</li> <li>• Experience of organising meetings, accurate record taking and filing systems.</li> <li>• Experience in the line management of staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Further or higher education qualification/s in relevant field.</li> <li>• Experience of working in a school or similar establishment in the role of a PA.</li> <li>• Experience of staff recruitment, selection and training.</li> <li>• First aid qualification or willingness to gain one.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>References</li> <li>Interviews</li> <li>Certificate/s (to be available at interview)</li> </ul>
<b>Knowledge and skills:</b>		
<ul style="list-style-type: none"> <li>• Knowledge and understanding of safer recruitment in schools.</li> <li>• Ability to build and form good relationships with students, staff and other professionals.</li> <li>• Able to lead, develop and motivate a team of staff, delegating duties as required.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Excellent organisational, verbal and written communication skills appropriate to the need to communicate effectively with stakeholders.</li> <li>• Good standard of numeracy and literacy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of safer recruitment requirements in schools.</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act. School Admissions and other DFE related policies and procedures.</li> <li>• Working knowledge of SIMS software package.</li> <li>• Working knowledge of website management or willingness to undertake training.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>References</li> <li>Interviews</li> </ul>



<ul style="list-style-type: none"> <li>• Ability to absorb and understand a wide range of information.</li> <li>• Ability to manage and deal with confidential data / issues appropriately.</li> <li>• Ability to proficiently use office computer and information management software including word-processing, spreadsheet, database and internet systems.</li> </ul>		
<b>Personal Qualities:</b>		
<ul style="list-style-type: none"> <li>• Ability to show initiative, prioritise one's own work and that of others even when under pressure.</li> <li>• Able to follow direction and work in collaboration with the Headteacher.</li> <li>• Able to work flexibly to support others and respond to unplanned situations.</li> <li>• Able to attend evening meetings as required.</li> <li>• Desire to develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interview</p>