



The James  
Hornsby School  
*Together we excel*



## Job application Pack Personal Assistant to Headteacher



**ZENITH**  
MULTI ACADEMY  
TRUST

## The Vacancy



### **Personal Assistant to Headteacher**

**Required: September 2022**

**Scale 7, point 19-24, Actual salary £23,232 to £26,071 inc. outer fringe**

**37 hours per week, 8am – 4pm Mon-Thu, 8am – 3.30pm Fri, Term time plus non-pupil days and 1 week holiday working**

A vacancy has arisen for a Personal Assistant to the Headteacher. The successful candidate will be the first point of contact for the Headteacher, conducting themselves in a professional and approachable manner. This role is instrumental in ensuring the smooth running of the school and requires a proactive and forward thinking individual.

You should have strong written and verbal communication skills and will have previous PA experience, ideally within education. To provide comprehensive administrative and secretarial support to the Headteacher, You will have the ability to lead and work with a range of staff and external agencies to provide the best for our school.

This is a public facing role, so fluency in English is essential.

Our school is a dynamic learning environment, where all students are encouraged to aspire towards their very best. We challenge our students to achieve ambitious goals and to never settle for second best. If you feel you could contribute to this ethos and enhance it further, please contact us.

For more information contact Leeann Howsego, HR Manager

[Leeann.howsego@thejhs.co.uk](mailto:Leeann.howsego@thejhs.co.uk)

## Applications

To apply for the role please download the application form from the vacancy page on <https://www.zenithmultiacademytrust.co.uk/vacancies/>, completed applications should be submitted to [recruitment@zmat.co.uk](mailto:recruitment@zmat.co.uk). CV's will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application. Full job description and person specification can be found at the end of this pack.

### Closing Date: 3<sup>rd</sup> July 2022

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [recruitment@zmat.co.uk](mailto:recruitment@zmat.co.uk) or telephone 01702 426707.

**We look forward to receiving your application. You will be notified of your application status within two weeks of the vacancy closing date.**

## Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

# Welcome from the CEO



It gives me great pleasure to welcome you to our Trust, and I very much hope this job application pack you gives you a sense of what it is like working in our Trust, including our vision and values.

We are a small, locally-based Trust in South East Essex, currently comprising one primary school and three secondary schools: Laindon Park Primary School and Nursery, The James Hornsby School in Basildon, Castle View School in Canvey Island, and The King John School in Benfleet.

We are intentionally a small Trust and very much see our role as central to the communities we serve.

As a member of staff within the Trust, you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You become a valued member of a small group of schools, able to shape the education of future generations. In doing so, we hope

that you feel really well supported in your career, and that your well-being is always considered. As a member of our Trust, you engage in a professional learning journey which develops you as a practitioner, and allows you to use your talents to transform lives and make a genuine difference.

## Our Core Purpose

To enhance the life chances of every child and drive social mobility.

## Mission Statement

A quality education and experience for all.

## Values

Dignity	Collaboration	Positivity	Aspiration
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## Vision

Zenith Trust will ensure excellence across the pillars of school improvement, governance, and business operations, harnessing the transformative power of collaboration so that all students attend truly outstanding schools.

Regardless of background or need, all students will achieve highly and have high levels of well-being, because they are taught and supported by the very best staff, who are well-trained and supported, buy into Zenith’s vision, and are committed to providing a quality education for all. School leaders act ethically, inclusively, and always with the child’s best interests at heart. Our students will be aspirational for themselves, enjoying their time at school, and flourishing as individuals within a safe, secure and nurturing environment.

All Zenith schools value students’ social, moral, cultural, and spiritual development, building exceptional character so that students are kind, resilient, and inspired to be life-long learners. By working closely with the families and local communities we serve, and listening to students’ voices, students will be well-prepared for life in a modern, tolerant Britain. They will secure outstanding academic outcomes and high quality destinations, always well-prepared for their next steps. As adults, they will lead happy, purposeful, and rewarding lives, and make a positive contribution to the world.

Andy Hodgkinson  
Chief Executive Officer

## Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement, and would like to be part of our vision to provide excellence in education, we would like to hear from you.

In return we can offer you:

- A friendly Trust which places staff wellbeing and development at the forefront of everything we do
- School settings with excellent facilities
- Access to high quality and bespoke CPD across the Trust
- A supportive and positive Early Careers program run in partnership with University College London and Chafford Hundred Teaching School Hub
- The opportunity to develop your career with and across the Trust Schools
- The Trust are looking to be early adopters of the new NPQ's

## Staff Wellbeing

The Trust is committed to providing a safe and healthy working environment for all staff and supports management practices that promote good health and wellbeing of all its employees. The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and Trust performance, including better outcomes for students.

The Trust has adopted a number of policies to support our commitment to staff wellbeing, including:

- Mental Health and Wellbeing policy which focuses on the Trust's commitment to maintaining the health and wellbeing of staff
- The Health and Safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff Recognition and Reward policy which ensures our staff feel valued for the work they do and recognised for the contribution they make.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that all our diverse and talented young people deserve.

## Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding, and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice.

## Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
  - Access to a GP 24/7 hours a day seven days week for you and your immediate family
  - Access to a Mental Health Helpline 24 hours a day seven days a week
  - Access to a care adviser who can provide advice and information on adult care issues
  - Medical Diagnostics
  - Medical Treatment at one of the hospitals in our treatment network for certain procedures.
  - Physiotherapy
  - Mental Health Counselling Support
  - Financial Assistances to a care adviser who can provide advice and information on adult care issues
- Access to Benenden Healthcare rewards and discounts scheme
  - 46% off digital fitness subscriptions
  - 22% off activity trackers from Fitbit
  - Save up to 11% on the cost of gift cards of E-Gifts
  - Lifestyle shopping vouchers – save 6%
  - Home movies rentals – save up to 40%
- Access to Bike2Work scheme
- On site staff counselling programme
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Free access to on-site gym facilities
- Generous Teachers' Pension and Local Government Pensions schemes
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum





# The Schools of Zenith Multi Academy Trust



A QUALITY EDUCATION FOR ALL

Daniel Steel, is the Headteacher at The King John School, as a parent of two young children himself, he leads the school through the eyes of a parent, with very high expectations and aspirations for his students. The King John School is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 68% A\*, A or B grades at A-level. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.



Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Cristina Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

As Ofsted said about them "pupils are happy and enjoy school". The school is always aiming to improve, not only the education that they provide to pupils but also the services and goods that they provide to the local community. Their SAT results are consistently good and put them in the top 4% of primary schools in the country.



# Castle View School

Pursue Excellence | Be The Best

Steve Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mind-set to contribute positively to our wider society.



## The James Hornsby School

*Together we excel*

The James Hornsby School is an oversubscribed 'Good' school; as rated by Ofsted, where students are at the heart of all we do. We have a strong family ethos where we believe "Together we excel".

The Headteacher Tammy Nicholls firmly believes that these are our key drivers for success not only for our students, but for our staff as well. We welcome the chance to meet with you and discuss your development opportunities as part of the James Hornsby and Zenith family!

We focus on developing independent and resilient learners by removing barriers to success and providing a safe and happy environment that allows young people to strive.

Our curriculum provides breadth to ignite hope, drive ambition and enhance life chances by providing qualifications that open the doors to opportunity.

We believe our community is outstanding and as such we strive to achieve outstanding learners and leaders at all levels, by providing outstanding curriculums and learning opportunities and promote outstanding attitudes and outcomes from all.

As a school we pride our self on our core values of:

A Family ethos

Take Pride

Ambition

Excellence





The King John School



Laindon Park Primary School



The James Hornsby School



Castle View School

## Testimonials

Since joining JHS in January 2019, my personal development has been supported and encouraged. I have benefitted from both formal CPD and shadowing excellent teachers. I have found that within the staff team people are very generous with their time and advice. Everyone is really friendly and welcoming - I genuinely feel like a valued member of the team here.

- Teacher of Humanities, The James Hornsby School (progressed from support staff to unqualified teacher, currently undertaking teaching qualification)

Working at the King John School is a privilege. Given the school's reputation I am very proud to be a part of the organisation and enjoy coming to work each day. As a school, King John promotes progression with leaders giving staff their full trust and support in professional development. During my time at King John I have been able to grow and flourish by being exposed to work across the school, within our trust schools also as part of the Benfleet Teaching Schools Alliance. Working at the King John School has certainly progressed my career.

- CPC Director, The King John School

I began my teacher training at James Hornsby in 2019. I feel I have been fully supported on my journey to becoming a qualified teacher with excellent training opportunities. I have had the pleasure to witness fantastic teaching which helped me to become the teacher I am today. Staff are always on hand to lend guidance so you always feel supported. I feel this school is where I want to continue to progress in my career; this is deeply encouraged by senior leaders so you feel you can grow. There is a true family ethos here at James Hornsby where staff and students feel safe and in a happy environment. I look forward to coming to work due to the wonderful friends I have made with staff and because of the students welcoming and friendly nature which is embedded into the school.

- Teacher of Drama, The James Hornsby School

I began working at JHS in 2011. Having now worked here for many years I have had the opportunity to grow and develop from being a teacher, 2nd in department, head of faculty to most recently Assistant Headteacher. The school provides a myriad of opportunities and training, and also support. Everyone is supportive (support staff through to senior leadership team) and it certainly has a family ethos. Not only do the students excel but staff also. This is a fantastic place to work where ideas are listened to, great prospects and also your wellbeing is considered. I would highly recommend to come along for a visit and see the James Hornsby family in action.

- Assistant Headteacher, The James Hornsby School

## Job Description

<b>Job Title</b>	<b>Personal Assistant to the Headteacher</b>
<b>Grade</b>	Scale 7 Point 19-24
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	Staff, parents, carers, visitors, external agencies, governors
<b>Responsible for</b>	Office Manager
<b>Job Purpose</b>	To provide high quality, proactive and effective personal assistant service to the Headteacher
<b>Duties</b>	<p><b>Personal Assistant</b></p> <ul style="list-style-type: none"> <li>• Manage the Headteacher's formal diary and correspondence.</li> <li>• Support the Headteacher, helping to ensure the 'work life balance' for the Headteacher.</li> <li>• Support the Headteacher with relevant correspondence. Make arrangements for meetings as required including refreshments/hospitality.</li> <li>• To ensure that all arrangements for visitors and guests are professional, welcoming and known by others and in place in advance of the visit.</li> <li>• To filter telephone calls to the Headteacher, and make calls on the Headteacher's behalf.</li> <li>• To provide a warm welcome for students and staff seeking to meet with the Headteacher.</li> <li>• Assist the Headteacher with new projects as directed.</li> <li>• Assist in the smooth running of any specific school events as directed by the Headteacher.</li> <li>• Assist with whole school communication in the event of an emergency.</li> <li>• Prepare whole school documents as required. Collate information, proof read, draft letters and prepare documentation as required for the approval of the Headteacher</li> <li>• Organising and produce communication systems such as daily/weekly bulletins and any newsletters.</li> <li>• Support the Headteacher and work with relevant staff to plan and deliver whole school events and advertising as required.</li> <li>• Using relevant databases to send out emails, reports and messages to staff and parents as required.</li> <li>• Ensure the website is legally compliant and meeting its statutory requirements and is up to date.</li> <li>• Oversee all administration relating to OFSTED inspections.</li> <li>• Oversee the administration, updates and returns for DfE, ESFA, LA, Ofsted, Governance and other agencies within statutory guidelines as required and ensure the Headteacher is up to date</li> <li>• To carry out the Termly census.</li> <li>• Review and ensure all policies are up to date and distributed.</li> <li>• Prepare agendas and minutes for meetings, including attendance at leadership meetings, as required. Provide meeting minutes/ reports as required, ensuring utmost confidentiality.</li> <li>• Responsibility for the admissions and appeals processes and administration: including mid-year, managed moves, SEN, EHCP and appeals. Supporting transition events as required.</li> <li>• Arrange appropriate behaviour/ exclusion panels and all relevant documentation and follow up as required. Administer all relevant paperwork for suspensions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Management of the DfE secure access site for the school.</li> <li>• Undertake Performance Reviews for designated staff annually and carry out at least one interim review</li> <li>• Understand and support any FOI and SAR requirements.</li> <li>• To ensure that work in the office is GDPR compliant.</li> <li>• Develop, produce and maintain a variety of school information, including whole-school publications as required.</li> <li>• Ensure letterheaded stationary is up to date.</li> <li>• Carry out basis administration and filing tasks.</li> <li>• Support the organisation of whole school presentation awards</li> <li>• Act as the point of contact within the school for members of the Board of Governors. Prepare governing body reports, collate all information; including statutory, required and distribute to relevant parties. Maintain appropriate copies of necessary items.</li> <li>• Ensure tasks delegated by the Headteacher are completed by staff within set deadlines.</li> <li>• Undertake any additional roles as directed by the Headteacher to support and meet the needs of the school.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To undertake any training commensurate to the post.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>



## Person Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience of administrative work in a busy school environment  Educated to NVQ Level 4 or equivalent
	Knowledge of relevant policies and procedures	Working knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use photocopier  Ability to use word processor, databases and other IT applications
<b>Communication</b>	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with adults and children
	Negotiating	Ability to consult with colleagues in an effective way
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with other adults in the school

		Ability to work on own
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others