



Job Opportunity

Personal Assistant to the Headteacher

(including Clerk to the Governors)

Actual Gross of £23507 (bottom of scale) rising to £26495 (top of scale)



Job Details and Information about our Academy

We hope this pack provides you with the information you need about this opportunity. However, we also welcome visits prior to application if you want to learn more about us.

We are keen to hear from school professionals seeking new opportunities even if this particular role does not match your current aspirations.

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

Dear Applicant

Thank you for your interest in working at Ansford Academy. I was appointed as Headteacher in September 2021 and was



attracted to Ansford as an inclusive school where the whole child is valued and positive relationships are at the heart of our work with young people. We are at a key point in our development journey and are undergoing a period of change at the Academy so this is an exciting time to join us as we live out our commitment to create the very best learning environment possible for our young people. The school is well positioned to continue improving so that we can offer our students the very best educational experience that we can, with every individual enabled and supported to achieve the very best they are capable of, whatever their starting point.

The post is a key one for the smooth running of the Academy and my role as Headteacher. The main purposes of the role are:

- To act as the first line contact for the Headteacher and to provide an effective and efficient PA service.
- To contribute to the administrative functions of the Academy including the student admission process and those requiring frequent contact with stakeholders and families.
- To be the Clerk to the Governing Body.

I am looking forward to appointing a candidate, ideally with school based experience, with excellent organisational and communication skills. It is likely that you will be a professional administrator who has either experience of, or an aptitude for, being a PA. You will need to be a 'people person' with the ability to establish and maintain strong working relationships. There will be a degree of autonomy within the role so you will need to be prepared to use your initiative. If you are appointed, we will be working closely together and you will be a key member of staff contributing to the future development of the Academy. Primarily, we want to appoint a candidate who loves working in education, with all of its challenges and rewards, and wants to make a difference to the lives of the young people we hold in our care.

In this pack you will find information about the role and the Academy. If you require further information or wish to clarify any of the details, please do not hesitate to contact Rebecca Comyns (mailbox@ansford.net) or telephone (01963 350895 extension 210). Visits to the school are welcome but are by no means an obligation and any visits or phone calls will not form part of the selection process. If you wish to visit, please contact Rebecca who will be happy to arrange this for you.

I hope, having read the information available to you, that you will decide to apply. I appreciate the time and effort that you will have put into the application process as I know and understand what an investment that is for you. I look forward to receiving your application and hopefully meeting you in due course.

With best wishes

Rachel Purnell, Headteacher

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

The Application Process

To submit an application please go to [Vacancies - FaceEd](#) and this will take you to our application portal run. To apply you must register as a new user and then click on 'DASHBOARD' on the top left corner and follow the instructions to complete your profile. If you are a new applicant on Face-ed, you will firstly need to fill out each section of your profile which includes:

- personal information
- address history
- full employment history (click on the blue ADD EMPLOYER box until the history is complete)
- gaps in employment.
- qualifications and training
- details of referees

Please note that you will need to press save on some sections as you add the details. Once you have completed your profile, you will then be able to apply for any jobs of interest at Ansford Academy. You can do this by clicking on Jobs/View/Apply. You will then be guided through an application wizard, and asked to:

- complete any gaps in employment
- say whether you have a direct match to the qualifications required for the role
- upload your cover letter* or any supplementary information
- sign some declarations

*Your cover letter should be no longer than two sides of A4 (in a standard font which is no smaller than 11). Your letter should outline how your skills and experience make you a suitable candidate for this role.

Your application will not be received unless you press the SUBMIT button and receive a confirmation email.

A Note about References

We require two professional references, who will be contacted once you have been shortlisted for an interview. To ensure that we can obtain references as quickly as possible, please provide a telephone number and an email address for both your referees. Referees should be:

- of senior position
- not be colleagues who have not managed you
- if the referee is a school, the reference should be confirmed by the Headteacher as accurate in respect of disciplinary investigations

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

- a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- If you are unable to provide professional references, then please contact us before applying

Please note that your named references will be asked about relevant disciplinary offences (time expired or not), whether you have been the subject of any child protection concerns and the outcome of any subsequent enquiry or disciplinary procedure. We reserve the right to ask for information from any previous employer.

Our Selection Process

During our selection processes, each candidate's fulfilment of the requirements will be evaluated using a variety of tools and the process will also include an assessment of your suitability to work with children. Ansford Academy is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. Your current or previous employer will be contacted as part of the verification process. If you are short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

Information about the Support Services and Administration Team

The Academy employs around 50 staff in associate roles that support the smooth running of the school. This includes a range of skilled administrators who work as a supportive team. The administrators are responsible for many aspects of the running of the school including student admissions, student records, first aid and aspects of well-being, attendance records, exams and reports, as well as HR, payroll, finance, support to the Headteacher and Governors. The team are key ambassadors of the school via reception and managing communications with families and our supporting agencies. The team manage the student reception dealing with and triaging queries and issues affecting students. The team is therefore an important part of the welfare support offered to students.



The main office is a busy place and there is a wide variety in the tasks that present each day. All the team thrive on this variety in their work and having a 'can do' attitude. A large proportion of the work managed by the team is of a confidential and sensitive nature and the team operates with complete discretion at all times.



The team has developed systems to ensure that our processes are efficient and that team-members can cover the work of others. However, there are opportunities for members of the team to specialize and lead in particular areas of school administration ensuring that career progression is possible.

The Academy supports the professional development of all staff and is able to offer on the job training as well as more formal training through Business Administration apprenticeships and NVQs for staff expressing an interest.

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

Job Description

We are seeking to appoint a professional administrator with excellent organisational and communication skills and who has either experience of, or an aptitude for, being a PA. You will need to be a 'people person' with the ability to establish and maintain strong working relationships. There will be a degree of autonomy within the role so you will need to be prepared to use your initiative.

Hours of Work

The post is offered at 37 Hours per week during term time (39 weeks). There will be a need to work 5 days during the summer break. The exact hours of work will be in negotiation with the Headteacher and dependant also on the Committee cycle as Governors' meetings are scheduled early evening (usually starting at 17.00). There will be flexibility to allow for fluctuations of hours each week for meetings and events etc. (The school office is generally operational between 08.30 and 16.30).

Pay

Actual Gross of £23507 (bottom of scale) rising to £26495 (top of scale). The role is paid on Grade 12 which encompasses points 12 to 19 allowing for progression each April. The starting rate is currently £13.69 per hour rising to £15.43 per hour at the top of the scale. As the role is term time only this means you would work 39 term time weeks, plus 5 days in the summer. However, on top of that you are paid an additional 6.4 weeks in lieu of holiday. You are therefore paid for a total of 46.4 weeks per year, spread equally over the year. On top of this is the Local Government Pension of which the Academy contributes 24.4% of your salary each month into the pension. This is a significant benefit.

Training and Professional Development

We will support you to meet the needs of the role, including on the job training and formal qualifications if interested.

Purpose of the Post

- To support and promote the values and expectations of our Academy.
- To act as the first line contact for the Headteacher, maintaining an efficient running of the Headteacher's daily work diary and supporting the smooth running of the Academy.
- To provide a confidential and comprehensive personal administrative service to the Headteacher, carrying out a range of secretarial and administrative tasks.
- To contribute to the administrative functions of the Academy including the student admission process and those requiring frequent contact with stakeholders and families.
- To be the Clerk to the Governing Body by providing efficient administration and organisational support to the Board of Governors and the Headteacher to ensure the efficient and effective functioning of a governing board and its committees.
- To provide advice and guidance to the governing board on governance, constitutional and procedural matters (Full training is available on this aspect).

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

Main Areas of Responsibility as Personal Assistant

- A. Be the personal assistant to the Headteacher, providing professional administrative support, ensuring confidentiality is maintained at all times.
- B. Act as first line contact for the Headteacher, ensuring that tact and discretion are shown to all telephone callers, visitors and members of staff, providing a professional response and making sure each is dealt with by the appropriate person.
- C. Take minutes at identified meetings, including the weekly staff briefing, and distribute accordingly.
- D. Manage school mailboxes including triaging queries and acting on them as appropriate.
- E. Contribute towards the planning, development and delivery of the support service functions of the school.
- F. Oversee the school's electronic calendar and continuously update.
- G. Provide administration support for staffing and recruitment matters including organisation of recruitment paperwork and interviews in liaison with the School Business Manager and Headteacher.

Main Areas of Responsibility as Clerk to the Governors

- A. Prepare and distribute agendas, paper and minutes for the governing board and committee meetings
- B. Follow-up any agreed action points with those responsible and inform the chair of progress
- C. Organise the annual calendar of governing board meetings and tasks including monitoring the expiry of terms of office and the impact of this on the board's capacity and skills mix.
- D. Organise and record attendance at the Governors meetings throughout the year ensuring that meetings are quorate and well attended.
- E. identify priorities and anticipate issues drawing these to the chair's attention and proposing recommendations
- F. Assist with the recruitment of Governors, ensuring that appropriate checks are carried out and that an induction programme is put in place and maintenance of records relating to their recruitment, training and attendance kept.
- G. Maintain the required governance documentation including terms of reference, minutes, companies house records and membership of committees and nominated governors.
- H. Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed
- I. Clerk any statutory appeal committees/panels the governing board is required to convene
- J. Management of the Clerk to Governor's mailbox and other correspondence
- K. Act as Governance Professional - this involves on the job learning and training to be able to develop skills to assist Governors beyond administration and will involve:
 - Researching and providing advice on core functions, legislation and procedural matters
 - Accessing legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board
 - Offering advice on best practice on governance

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

Person Specification

This person specification is designed to set out the personal qualities, qualifications and experience that applicants will need in the role being applied for. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should therefore refer to these requirements when completing your application form. The information given in your application form, through the interview process and from references will all be assessed in the selection process.

Qualifications and Training

It is essential that applicants hold - At least 5 GCSEs or equivalent level 2 qualifications including Maths and English.

It is desirable that applicants hold - A levels or equivalent level 3 qualifications or equivalent administration qualifications.

Experience and Skills

To meet the needs of the post, it is likely that the successful candidate will need:

- Experience of working in a busy office and/or experience of working in a school environment.
- Experience of working as a PA or Senior Administrator.
- Customer service experience or working alongside students. .
- A high standard of literacy with good attention to detail and high levels of accuracy in all communications.
- A high standard of IT competency .g. MS word, excel, Google applications.

Personal Qualities

- Excellent time management, planning and organisational skills, including the ability to prioritise to meet the needs of the school.
- An ability to establish and maintain good relationships with a variety of people both internally and externally.
- An ability to work under pressure at busy times as part of a supportive team.
- Ability to carry out tasks set by others with minimal supervision.
- Demonstrate initiative and a proactive approach to problem solving to identify solutions and opportunities.
- A commitment to working to strict deadlines.
- Suitability to work with children and a willingness to support our young people.
- A commitment to the safeguarding of children and young people and promoting the welfare of children and young people.
- Be able to maintain absolute confidentiality and discretion in all matters relating to the role.

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

Information about Ansford Academy

Ansford is an inclusive school of around 550 students, with intake from the rural town of Castle Cary and its surrounding villages. We are a community school at heart with a central role in developing the lives of the young people in our care.

We are at an exciting time in our development journey and the school is well positioned to continue improving so that we can offer our young people the very best educational experience that we can, with every student enabled and supported to achieve the very best they are capable of, whatever their starting point.

Our motto, learning together to lead our lives, reflects our commitment to equipping individuals with the skills to make a success of their lives - to secure useful and rewarding work, make and sustain good relationships and contribute positively to local and global communities. Through high expectations, a wide range of opportunities and a strong community ethos, we have created an academy that enables our students to be themselves and to thrive.



**Learning together to
lead our lives**

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

The Trustees of the Academy

The Trustees of the Academy are drawn from the local community and business and have a wealth of experience which they contribute to the running of the Academy. The main roles fulfilled by the Trustees are:

Strategic leadership of the Academy trust: the board defines the trust vision for high quality and inclusive education in line with its charitable objects. It establishes and fosters the trust's culture and sets and champions the trust strategy.

Accountability and assurance: the board has robust effective oversight of the operations and performance of the academy trust, including the provision of education, pupil welfare, overseeing and ensuring appropriate use of funding and effective financial performance and keeping their estate safe and well maintained.

Engagement: the board has strategic oversight of relationships with stakeholders. The board involves parents, schools and communities so that decision-making is supported by meaningful engagement.

The Staff

The Academy employs around 90 staff of which around 40 are Teaching Staff. The vast majority of Teaching Staff are on the Upper Pay Scale and some have been at the Academy for the majority of their careers. The Academy actively supports the recruitment of Early Careers Teachers and seeks to provide development opportunities within the Academy to support their professional growth. The Academy also hosts Initial Teacher Training candidates through its partnership with the Mid Somerset Consortium. A team of Teaching Assistants works alongside our Teachers in supporting our SEND students.

The Support Staff work tirelessly to make the running and business of the school efficient and sustainable. The team consists of specialists Administrators, business and finance staff, and the Facilities Team. The Academy is supported by other staff including IT providers, Counsellor, the Parent and Family Support Advisor, Educational Psychologist, Chaplain and Careers Advisor. The Academy works with Caterlink – a catering provider.

Training

The Academy is committed to providing professional development for its staff through INSET and other training. We provide access to the National College for staff; a fantastic resource with a wide range of teaching and other training.

Wellbeing is a priority across the work of the school and we are supported in this work by Education Support giving staff access to a plethora of resources including professional and personal counselling.

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

The Curriculum

Ansford Academy is committed to a broad and balanced curriculum that meets the needs of each individual. Every effort is made to ensure the balance between challenge and support is right so that students feel confident in their abilities and able to respond to an exciting and creative curriculum in a resilient and positive way. Enjoyment is at the heart of learning and the breadth of the extra-curricular programme ensures all students have the opportunity to excel. Preparing young people to make the next steps in life is central to everything we do. Throughout their time at Ansford Academy, each individual is encouraged and helped to aspire, reflect and engage with the ability to work independently but also in teams.

Please have a look at the curriculum pages of our website:

<https://ansford.org.uk/key-information/curriculum-and-enrichment/curriculum/>

Extra-Curricular Activities

Some of the most memorable moments of school life will be the learning outside of formal classes. At Ansford we commit to offering a broad range of school trips, activities and events for all year groups. Recent highlights have included drama trips to the West End and Bath, beach studies in Swanage, a trip to the sites of Normandy, ski trip to Switzerland, various gallery visits and STEM events. The Creative Arts department held a production of Elf: The Musical (Junior) in 2022 and is working on Beauty and the Beast for December 2023. We have an active Duke of Edinburgh team of participants braving the physical challenges of the expedition as well as developing new skills and volunteering in the community. The PE department run many different clubs, both at lunch and after school. This includes the 'run a mile a day' challenge in the Summer term. There is a very active and keen Minecraft club.

We are always looking for new opportunities to offer and the staff enjoy this aspect as much as the students.



Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.



Ansford Academy, Castle Cary and the Surrounding Area

The academy is situated on the edge of Ansford, adjacent to Castle Cary, surrounded by fields and overlooking the Brue Valley. We have extensive playing fields, together with a picnic area, amphitheatre, tennis courts, herb garden and conservation area.

There is a 3D tour on our website at https://www.ansford.org.uk/about_ansford/facilities

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.

Ansford Academy is committed to safeguarding and promoting the welfare of children and young people.

The Academy expects all staff and volunteers to share this commitment.