

Application Pack

Vacancy:	PA to Headteacher (Student Progress)
Hours	37 hours per week, term time only 08.30am - 5.00pm with one hour for lunch. (38 weeks per year)
Closing date:	12 noon, Wednesday 09 October 2024
Interviews:	Likely to be held week commencing 14 October 2024
Salary:	NJC Grade 6 (points 8-13) £24,702 - £26,873 per annum pro rata (pay award pending) Starting salary: £20,711.67 per annum

You will provide comprehensive administrative support to the Assistant Headteacher (Student Progress), as well as undertaking admin tasks related to the work of our SEND department.

Your duties will include managing electronic diaries, organising meetings, preparing letters and documents to support teaching and learning, as well as liaising with parents, teachers and outside agencies, and undertaking general office duties as required.

Confidentiality, discretion, and a calm, professional approach to work is crucial in this role. The ability to work to deadlines effectively whilst managing varying priorities is essential.

With excellent written and oral communication skills, you should be educated to degree level, or have equivalent relevant experience.

If you would like to join our vibrant, innovative and successful school, please email applications@gillotts.org.uk or visit our website for an application form and applicant pack. A Gillotts School application form must be completed in all cases.

Closing date for applications: 12 noon Wednesday 09 October 2024

Interviews are likely to be held week commencing 14 October.

Gillotts is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All staff are expected to promote fundamental British values. The successful candidate will be required to undertake an Enhanced DBS Disclosure.

Gillotts School is a registered company limited by guarantee. Reg Number: 07954417



How to apply:

For further details of this exciting opportunity to join a supportive, forward looking and friendly team in a highly successful, happy and popular school, please visit our website at www.gillotts.org.uk.

Completed applications should be submitted to applications@gillotts.org.uk. Please note a Gillotts application form must be completed in full, in all cases.



September 2024

Dear colleague

Thank you for your interest in joining the staff of Gillotts School.

Gillotts is a very successful comprehensive academy. Our philosophy is based firmly on the belief that all members of the school community have unique gifts and talents and our task is to help everyone to develop them, not only to raise standards of attainment but also to help students to experience the real joy of learning so that their learning goes on long after they have left school.

Our support staff are a highly motivated, dynamic and committed team. The invaluable assistance they provide underpins the work of the teaching staff in supporting our students' learning. We work together to this end.

Enclosed is a job description and person specification for the PA to the Assistant Headteacher (Student progress). This is a critical role within the school, so we are looking for that special person with the right blend of personal attributes, skills and experience. This is a full time post, 37 hours per week, term time only (38 weeks per year),

Please do not hesitate to ring us if you would like to discuss the post before submitting your application. We are as interested in potential as we are in experience and full training will be given.

Please make clear in your application the ways in which your abilities and experience make you a suitable candidate for the post.

The closing date for applications is noon Wednesday 9 October 2024. Interviews are likely to take place week commencing 14 October 2024. Please note that a Gillotts application form must be completed in all cases. We will only consider a CV as supplementary to a fully completed application form.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced Disclosure via the Disclosure and Barring Service.

I look forward to reading your application and to welcoming an enthusiastic and experienced colleague to Gillotts.

Yours sincerely

Ms Catharine Darnton
Headteacher

Job description - Gillotts

Role: Personal Assistant (PA) to the Assistant Headteacher (Student progress)

Current postholder:

Accountable to: Assistant Headteacher (Student Progress)

Conditions of service: APT & C Grade 6, 37 hours per week, term time only

Objectives:

- to provide comprehensive administrative support to the Assistant Headteacher (Student Progress)
- to provide administrative support for exam access arrangements

Main areas of responsibility:

1. To manage the Assistant Headteacher commitments so that competing demands are efficiently met and future needs anticipated, to enable him/her to operate most effectively
2. Ensure that calls, messages and visitors to the Assistant Headteacher are dealt with promptly, efficiently and with discretion
3. To organise meetings and conferences as required, preparing the agenda, attending as required to minute and monitor follow-up action
4. To prepare documentation and correspondence, providing day to day office services
5. To maintain and update files, directories and records relating to pastoral support (including some SEN support) for students, including the use of the school's information management system
6. To monitor and maintain budget and grant records, including processing purchase requisitions and invoices
7. To liaise with parents, outside agencies and organisations with regard to student welfare and support and maintain records of planned interventions
8. To provide administrative support for exam access arrangements
9. To undertake any reasonable tasks, as directed by the Headteacher



The duties of the post may vary from time to time without changing the general character or the level of responsibility.

Child Protection *The postholder is responsible for ensuring all county child protection policies are adhered to and concerns are raised in accordance with these policies.*

Health & Safety *All employees have a responsibility to cooperate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.*

Person Specification

Role: Administrator Grade 6 (NB there is a specific PS for Grade 6 Data Management Officer)

The person appointed will be the one who most nearly fits this specification.

Qualifications and experience:

Qualifications/experience in administrative work including the use of Microsoft Word and Excel, Google Docs and Sheets.

Experience in the use of SIMS (Schools Information Management System) or other relevant databases.

Suitability to work with young people*

Knowledge and skills:

Ability to communicate effectively with young people and adults

Ability to reflect on and learn from experience

Ability to organise and evolve administrative procedures

Ability to use Word/Google Docs and Excel/Google Sheets proficiently – experience of working with SIMS desirable

Ability to work appropriately with confidential information

Ability to form and maintain appropriate relationships and personal boundaries with young people*

Personal attributes and attitudes:

Commitment to the values and aims of the school

Willingness to work collaboratively

Initiative

Flexibility

Confidence

Discretion

Accuracy and attention to detail

Emotional resilience*

* DfE – Safeguarding Children – Recruitment and Selection June 2005
09-24

About Gillotts School

Gillotts is a school that takes great pride in its unique identity. It is one of four mixed 11-16 schools in south-east Oxfordshire and its 900 students come from Henley and the surrounding villages. The school occupies a 33 acre site on the edge of Henley-on-Thames, which incorporates a Victorian house as well as extensive grounds, both of which contribute to the school's special character.

Gillotts places teaching and learning at the heart of its development. There is a strong pastoral focus too, recognising that students' well-being is crucial to their learning. Academic standards at Gillotts are both high and improving. In the last GCSEs taken in 2024, 68% of students achieved grade 5 or above in English and Mathematics.

Gillotts however also prides itself on being a welcoming and inclusive community. Its motto – 'non nobis solum' – translates as 'not by ourselves alone' and the sense of teamwork, collaboration and cooperation underpins the life of the school.

Working for Gillotts

As a high-performing school, Gillotts places teaching and learning at the heart of its development. This is underpinned by an in-house CPD programme which allows staff to develop the skills most pertinent to their needs. We are committed to our staff and work in conjunction with the Oxfordshire Teaching School Hub to offer the very best in professional learning for colleagues at every stage of their career.

We recruit staff who:

- Want to be excellent teachers
- Are keen to work together to achieve our shared aims
- Are committed to helping all our young people be the best they can be
- Are reflective practitioners – keen to grow and develop throughout their career
- Are curious about finding creative solutions to tricky problems and building leadership capacity across the whole school

What we will offer:

- **Remarkable behaviour** – we believe in clear routines, appropriate responses and outstanding relationships fuelled by mutual respect and a commitment to excellence.
- **Great curriculum resources** – clear and coherent schemes of work that mean you can spend time thinking about the how rather than the what.

- **Commitment to high quality CPD** – we’ll support and challenge you as an individual so you can develop your skills as a teacher rather than feeding everyone the same diet irrespective of their needs and goals.
- **Efficient solutions** – we focus on evidence-based approaches where teacher-time spent is commensurate with student outcomes. This means, for example, that we use methods of feedback that are designed to move learning forward; you should be spending time on things that will make a difference.
- **Staff wellbeing as a priority** – we care about our staff as teachers and as people. Teams work very closely together with a focus on developing practice but also supporting each other in the good times and the bad.

Gillotts

Vision, values and strategic aims

Non nobis solum – Not by ourselves alone – Kindness, respect, living without harm

Vision

Gillotts is a high performing school where every student is valued as an individual, and is supported and encouraged to achieve their potential. We pride ourselves on being inclusive of all, developing young people who make a positive contribution to society now and in their future lives.

Values

Dedication to learning

We thrive as learners, embracing challenges and thinking hard. Our rich and broad curriculum, delivered through expert teaching, enriches students’ lives. We support everyone, students and staff, to be the best they can be.

Respect and kindness

We treat our students, families, staff and wider community with respect and kindness – modelling our values and wanting the very best for each other.

Integrity and trust

We put ethical leadership at the heart of our work, serving our community with fairness and honesty.

Vision for the medium term

Gillotts School is proud of its successes and proud of its identity. We believe in achievement for all and want to secure the best outcomes for all our learners, without exception. We want to continue to raise students' expectations of themselves and develop them as independent learners, ready for the challenges ahead.

We will build on our success as a highly inclusive and integrated community by enhancing the opportunities for interaction and engagement with the school beyond the planned curriculum, encompassing students' social time within the school day and enhancing opportunities for the use of the school site by the community.

Teaching and learning are at the heart of this school. We see Assessment for Learning as the single most powerful lever for improved teaching and learning, and hence improved attainment and progress. We continue to develop an increasingly personalised approach to CPD recognising that teachers, as professionals, are the best placed to drive their own development.

We will build on our outstanding curriculum, underpinned by a deep understanding of student progress and a commitment to developing the wider skills valued by higher education and employers. Our curriculum will give learners the knowledge and cultural capital they need to succeed in life, whatever their starting point. Knowledge underpins and enables the application of skills – we see knowledge and skills as intertwined.

Seamless, embedded access to ICT supports interaction, collaboration and feedback. We will break down the artificial boundary of the limits of the school day to support the integration of students' learning in school, at home and on the move. A comprehensive and flexible ICT solution is an essential means to this end. Every student has access to a handheld device to motivate and support learning. We will support students to be confident and reflective users of technology, in preparation for their adult lives.

Our motto, "Not by ourselves alone", will continue to underpin an ethos centred on the core values of kindness, respect and living without harm. We know that students will only thrive in their learning when their basic needs are met and we will continue to work towards this goal, through our extended team which offers outstanding pastoral care and by maintaining and developing our partnerships with external agencies who can provide specialist care and support. We will continue to develop the support we offer to parents to enable them in turn to support us as they work alongside their children.

We have an inspirational site – 33 acres with extensive woodland, on the site of the local manor house, parts of which (including two associated cottages) remain. The school is set on the fringes of the town with extensive views across the Thames valley. We want to use the stunning environment to help excite and inspire and students and staff to move the school's performance

to the next level, making it an outstanding place to study and work with results securely in the top 10% of schools nationally.

Redeveloping the school environment will enable us to achieve all this by allowing us to maximise the potential of the site. It will support us to meet the challenges we face by ensuring we have buildings that are fit for purpose and so allow us to focus on our core priority of continuously improving outcomes for all our young people.

Strategic aims

The primary function of the school is to serve its students and the local community in the best possible way. Bearing this in mind, together with the overall target of being an outstanding school, the Governing Body and the School will work together:-

Primarily (Aim 1):

- **To maximise achievement through effective and inspiring teaching**

And:-

Aim 2

- **To maintain a distinctive curriculum offer tailored to the needs of our students, ensuring that 21st century technology is used effectively to support teaching and learning**

Aim 3

- **To promote personal development by the provision of outstanding support and guidance**

Aim 4

- **To provide a built environment fit for the purpose of 21st century teaching and learning**

Aim 5

- **To promote Gillotts' position as Henley's first class community school**



This document was adopted at a meeting of the Governing Body on November 2023. It is reviewed annually.

Catharine Darnton
Headteacher

Emma Hunt
Chair of Governors

Safeguarding Children

It is the responsibility of all staff to promote and safeguard the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact, and to adhere to and ensure compliance with Gillotts School's Child Protection Policy Statement at all times. If in the course of carrying out duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.

Gillotts is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Online searches

For all shortlisted candidates, we will carry out an online search as part of our due diligence. The reason for the check is to identify any concerns with suitability to work with children and keep them safe. The search will be carried out by the school's HR Manager and they will only pass on information to the panel that may need to be explored at interview.

A search will be carried out using a search engine using the candidate's name, location and current employer. The purpose of the search is to identify any concerns about a candidate, with a focus on recent time.

Living and working in Henley on Thames

Henley-on-Thames is a pretty riverside Oxfordshire market town, on one of the most beautiful stretches of the River Thames, in gently wooded, rolling countryside. With a population of 10,000, it is an hour west of London and close to the M4 (Junction 8/9) and M40 (Junction 4). The town has a variety of restaurants, cafés and pubs as well as high street shops and specialist retailers, excellent schools and leisure facilities.

Henley has a reasonable public transport network, with trains running directly to Paddington at peak times and a good bus service in and around the town. There is a variety of accommodation available to buy or rent in Henley and the nearby towns of Reading, High Wycombe, Maidenhead and Oxford.

Henley is dedicated to maximising its riverside location and has an international reputation for the world's greatest rowing regatta. The town also hosts the Henley Festival, and the 80's music festival Rewind.

Gillotts School is situated adjacent to Henley Leisure Centre, which offers discounted membership for Gillotts staff.