

# Huxlow Academy

## PA to the Headteacher & Administration Manager

Including Marketing, Communications and Educational Visits Co-ordinator

Remuneration: Grade 1 / Pts 22 to 26 – Actual: £26,585 to £29,719 / FTE £29,439 to £32,909

Contract: 37 hrs per week / 41 weeks pa (Term-time, Training Days plus 2 weeks in school holidays)

Contracted Hours: Mon – Thurs 8.00am to 4.00pm & Fri 8.00am to 3.30pm (Incl 30mins unpaid break)

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

We have an exciting opportunity available for someone to support the Headteacher as their PA and lead the Administration Team.

The successful candidate will:

- Have strong interpersonal skills and be able to relate to a wide range of people.
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone.
- Have excellent attention to detail.
- Be able to demonstrate that they meet the requirements set out in the person specification.
- Be required to undergo an enhanced DBS disclosure check.

If you believe that you have these qualities, are passionate about being involved in the growth of students and are interested in working as part of our school team, then we look forward to hearing from you.

Training and development opportunities will be offered. All staff are encouraged to study further, and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

### How to apply

All documents including the full job description, person specification and application form are available on our website <https://www.huxlow.northants.sch.uk/> Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to Sonya Earby-Martin or Kerry Hughes E: [hr@huxlow.northants.sch.uk](mailto:hr@huxlow.northants.sch.uk) T:01933 650496

**Closing Date: 9am Wednesday 1<sup>st</sup> November 2023**

**Interviews: W/C 6<sup>th</sup> November 2023**

# PA to the Headteacher & Administration Manager

Including Marketing, Communications and Educational Visits Co-ordinator

## Job Description

<b>Role:</b>	PA to the Headteacher & Administration Manager (Including Marketing, Communications and Educational Visits Co-ordinator)
<b>Reports to:</b>	School Business Manager
<b>Location:</b>	Huxlow Academy
<b>Contract:</b>	37 hrs per week / 41 weeks pa (Term-time, Training Days plus 2 weeks in school holidays) Hours: Mon – Thurs 8.00am to 4.00pm & Fri 8.00am to 3.30pm (Incl 30mins unpaid break)
<b>Remuneration:</b>	Grade I / Pts 22 to 26 Actual: £26,585 to £29,719 / FTE £29,439 to £32,909

### Key Responsibilities

- 1) PA to Headteacher - Provide a confidential, efficient, and effective administration and assistance service to the Headteacher and Senior Leadership Team (SLT)
- 2) Administration Manager - Lead the administration and reception team to ensure an efficient and effective service is provided.
- 3) School EVC - Oversee all external visits across the school and TENC, ensuring they adhere to OEAP guidelines.
- 4) Marketing & Communications - Plan and implement school marketing and proactively promote the school through social media and the website.

### **1) PA to the Headteacher**

Provide high level secretarial, organisational, and administrative support to the Headteacher (and SLT as required) in support of his role.

- Act as a first point of contact for the Headteacher. This includes the management of the Head@ email inbox, phone queries from various stakeholders and staff requests for meetings.
- Respond to queries from staff, students, parents, public and other stakeholders, ensuring information is dealt with in a confidential manner.
- Manage the Headteacher's diary, booking appointments with a variety of stakeholders and ensuring all attendees receive the relevant communications prior to the meeting.
- Initiate and prepare agendas for a wide variety of internal meetings, set up rooms and prepare refreshments.
- Take comprehensive notes/minutes across a wide range of meetings (including Senior Leadership Meetings, parent meetings and investigation/disciplinary meetings) and follow up agreed actions.
- Prepare professional communications to stakeholders including staff, parents, governors and third parties on behalf of the Headteacher and Senior Leadership Team. This includes letters, emails, and messaging through our parent communication app.
- Process all paperwork from and on behalf of the Headteacher including documents, correspondence, and post.
- Meet and greet visitors for the Headteacher and provide refreshments where appropriate.
- Coordinate and update the whole school calendar.
- Produce confidential correspondence and reports at the request of the Headteacher.
- Ensure all complaints by parents/students are directed to the appropriate persons and are followed up, following school procedures.

- Liaise with the Headteacher, AIB Chair and ESLT to ensure all policies are up to date and reviewed as required. Manage the central policy folder and update as needed, including sharing statutory policies to the school website.
- Coordinate the collation of Teachers' annual appraisal paperwork on behalf of the Headteacher.
- Attend/support live events across the school, such as photographs, immunisations, biometrics in Sept
- Undertake any additional tasks which the Headteacher or other members of the SLT require to assist them in carrying out their duties.

## **2) Administration Manager**

### Reception:

- Line manage two part-time Receptionists and undertake performance management appraisals, celebrating successes, supporting them to achieve their objectives and challenging any underperformance.
- Organise and manage team training throughout the year.
- Oversee the customer service provision on Reception, ensuring it remains efficient and effective, monitoring the service on a regular basis and making changes where necessary.
- Manage the provision of a welcoming, professional reception area for all visitors to the Academy.
- Ensure adherence to safeguarding procedures for all visitors to the Academy and report any breaches to the HR Manager.
- Manage the Hospitality Budget.

### Curriculum Support:

- Line manage two full time Curriculum Assistants and undertake performance management appraisals, celebrate successes, supporting them to achieve their objectives and challenging any underperformance.
- Organise and manage team training throughout the year and organise/monitor holiday working.
- Manage the curriculum support provided to all teachers, ensuring the support provided is of high quality and completed in a timely manner.
- Oversee the communications being sent to parents and other stakeholders. Ensuring they are all of a consistent professional standard.
- Oversee the administrative support for whole school events, such as Parents Evenings, Options Evening, Celebration Evenings, Open Evening, and other events.
- Oversee the administration pertaining to the exclusions process including that of permanent exclusion. Liaise with the Clerk to the AIB to ensure packs are available in a timely manner where Governors/ Board members are involved.
- Oversee data input in SIMs to ensure this is kept up to date to maintain the links to the school's parent communication system and Go4Schools.
- Develop procedures across the team to ensure general efficiency in all tasks and avoidance of duplication.

## **3) Educational Visits Coordinator**

Act as the Educational Visits Co-ordinator:

- Ensure all staff leading trips or visits follow the required procedures including safeguarding.
- Oversee the administration and set up of the Evolve software to manage the trip process.
- Ensure Health and Safety and safeguarding procedures, including risk assessments and emergency procedures are rigorously formulated and applied. Reporting any issues to the Headteacher.
- Provide comprehensive advice to all staff leading trips or visits on health and safety and safeguarding issues.
- Keep up to date with all legislation and best practice advice on the running of educational visits and events and ensure that all activities and events meet guidance requirements.

- Ensure all new staff receive internal 'Administrative Trip Training' undertaken by the EVC and external 'Trip Training' undertaken by Plumsun, and all staff are regularly offered refresher training.
- Prepare all documentation required for the trip and ensure Trip Leaders and their support take this on the trip.
- Manage the Plumsun app and upload all required trip information for sign off of Category C trips.
- Log all trips and review the organisation and undertaking of the trip.

#### **4) Marketing and Communications:**

- Proactively plan and promote relevant internal and external Academy activities in line with the marketing plan using a variety of media including but not limited to social media platforms.
- Liaise with all internal and external stakeholders to plan and timely communication.
- Follow statutory guidance on information that is legally required to be published by schools.
- Ensure the school website meets all statutory requirements, including policies and represents a positive image for the school.
- Follow guidelines on restrictions and permissions for the publication of photographs and data.
- Oversee the Academy website to ensure relevant and up to date information and a positive, professional image for the Academy, including training and coordinating of content owners.
- Liaise with the IT team to ensure seamless communications provision.
- Own the Huxlow branding, ensuring it is implemented by all and reviewed when necessary.
- Assist those responsible with student/staff recruitment to raise the reputation of the Academy.
- Proofread written communications across the whole school as required.
- Manage the Marketing Budget.
- In liaison with the AHT Operations, organise the school's Open Evening, including the marketing.
- Oversee the MyEd parent communication app and develop ways we can use.
- Monitor the messages in MyEd from parents relating to letters sent.
- Load letters onto the school website.
- Lead the administration of the Trilby TV digital signage software and resultant content across the school.

*Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties, and responsibilities.*

*Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.*

*It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.*

*Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the school.*

*KCSIE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

# PA to the Headteacher & Administration Manager Person Specification

	ESSENTIAL	DESIRABLE
<b>PRE-EMPLOYMENT CHECKS</b>		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Barred List Check	*	
Medical Questionnaire	*	
Satisfactory References	*	
<b>QUALIFICATIONS/TRAINING</b>		
GCSE A*C in English and Maths	*	
Evidence of further education (i.e., A-Levels, NVQ, Degree)		*
Willing to undertake all relevant training as requested	*	
<b>EXPERIENCE</b>		
Experience of supporting at Senior Manager/Headteacher level	*	
Previous experience of working in a school		*
Substantial administrative experience at a senior level	*	
Experience managing an administration team		*
Previous experience of the recruitment process		*
Previous experience as a school Educational Visits Co-ordinator		*
<b>COMPETENCIES</b>		
Punctual and reliable	*	
Ability to work on own initiative	*	
Ability to work flexible hours on an ad hoc basis	*	
Excellent communication and customer service skills	*	
High level of organisation and time management skills	*	
Demonstrable attention to detail	*	
Ability to deal with sensitive information with tact and discretion	*	
Intermediate skills in Microsoft Office packages including Word, Excel and Outlook, PowerPoint	*	
Advanced skills in Microsoft Office packages including Word, Excel and Outlook, PowerPoint		*
Intermediate skills in use of Google Suite		*
Knowledge of SIMS software		*
Excellent minute taking skills with experience of servicing management level meetings	*	
Ability to work well under pressure	*	
Ability to comply with written policies, procedures, and verbal instructions	*	
Ability to comply with all Health and Safety Procedures	*	
Is committed to and meets all the requirements for safeguarding children	*	

# Why Join Huxlow Academy?

## Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of PA to the Headteacher & Administration Manager at Huxlow Academy. We trust this application pack provides you with an insight into life at our school and encourages you to apply for the role.

We are incredibly proud of our school, a medium-sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community, and we work hard to ensure they are welcomed, supported, and challenged to be the best version of themselves that they can be.

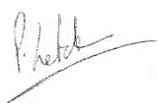
We are entering an exciting new phase in the history of Huxlow and are placing a pursuit of excellence at the core of everything we do. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

Academic success is hugely important to us as we recognise its power to open doors for young people. We have a rich history of students of all abilities, and from a wide variety of backgrounds, meeting and exceeding their potential. In 2019, Year 11 students achieved some of the best GCSE results in the school's history. 53% of students gained 5 GCSE's including English and Maths at Grade 4 and above. Recent CAGs and TAGs have returned record progress data for the school for KS4 and KS5. We were delighted by these excellent results, which reflect the high level of dedication of both our students and staff. As the Headteacher, I am committed to improving the school even further for our students.

We place an emphasis on respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Academy community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the Huxlow team.

Please contact the school if you have any questions or require any further information.



Paul Letch  
Headteacher



# Huxlow Academy Information

## The Curriculum

Our ambitious curriculum is designed to deliver our vision of “Thriving Through Excellence.” This means we offer a perfect balance of academic learning, personal development, and enrichment.

All teaching and learning is designed to meet our high expectations and aspirations with a clear focus on sharing knowledge and developing lifelong skills. Every child is pushed to do the very best they can do, whilst taking account of every individual’s needs.



Our Key Stage 4 programme is extended over 3 years to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education and French
- At Key Stage 3 (Years 7 & 8) students also study Technology, Geography, History, Music, and Drama
- At Key Stage 4 (Years 9, 10 & 11) alongside our core subjects students make a number of option choices from the range of other subjects including Psychology, iMedia, Sociology, Photography, Dance and Business Studies.

All of this is supplemented by a rich programme of enrichment, curriculum themes and extra-curricular activities.

Our excellent Key Stage 5 provision is delivered alongside our fellow Tove Learning Trust partner, Rushden Academy, as part of The East Northamptonshire School (TENC). Our joint provision has one of the most comprehensive choice of subjects in the county, consisting of over 20 A Level courses and additional BTEC Level 3 courses. Please visit [www.tenconline.co.uk](http://www.tenconline.co.uk) for more details.



# Huxlow Academy Information

## Extra-Curricular and Enrichment

At Huxlow Academy there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extracurricular opportunities.

An exciting array of clubs, activities and trips provide a springboard for developing key life skills. There really is something for everyone! Inspiration is achieved through our many day and residential trips.



Post Covid we are also once again offering highly popular and enriching residential trips and experiences.

These include:

- Duke of Edinburgh expeditions
- Normandy/ Paris/ Holland – Cultural trips
- Austria Ski Trip
- Uganda - International Youth Conference.

Students have the opportunity to visit places of interest in the UK, including theatres, university campuses, science conventions and careers establishments. They are able to experience visiting speakers, authors, and theatre groups during their time at Huxlow. We are also extremely proud of our sporting achievements. Huxlow students have repeatedly achieved excellent results at District, County and National level. Many team and individual sports are run as clubs and activities by our motivated and competitive Physical Education team.





# Huxlow Academy Information

## Vision, Mission, and Values

### Our Vision and Mission:

At Huxlow Academy we create the opportunities to enable everyone that walks through our doors to ultimately achieve our vision of “Thriving Through Excellence.”

Our mission is to achieve this by building an exceptional learning community of aspirational and responsible citizens.



Huxlow is an inclusive school where every student matters. Students come to Huxlow Academy from a variety of backgrounds and quickly become a part of the Huxlow family. Alongside high-quality teaching, we provide a wide variety of effective support. Our success is achieved by knowing every student as an individual and caring for them personally and academically. Students are prepared to successfully navigate the many opportunities and challenges that are presented by the modern world.



To fulfil our mission we work, study, and collaborate by placing a focus on three core values.

- **AMBITION** - We strive hard to achieve the very best in all that we do, and we celebrate achievement and excellence. We enable our students to fulfil their academic and personal purpose.

- **RESPECT** - We pride ourselves on being a school that fosters relationships in an atmosphere built upon empathy, mutual respect, dignity, equity, diversity, and fairness.

- **PRIDE** - Pride in all we do, both from within school and across the wider community, is at the core of our actions. Our students go on to become successful adults and we enable our students to develop the pride and character we need them to have in the future.

