



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

**Executive Assistant**

**Pleckgate High School**



## A message from the Headteacher

“The community of Pleckgate has a local secondary school it can be proud of. It provides an excellent education for all its pupils. They flourish in a bright, positive and secure environment.”

**Ofsted – January 2019**

Thank you for expressing an interest in the position of Executive Assistant at Pleckgate High School.

This is a fantastic opportunity for an outstanding, ambitious and dynamic all-rounder to join an outstanding school at an exciting stage of its journey.

We are a large secondary school, part of Education Partnership Trust (EPT), situated on the northern outskirts of Blackburn with Darwen. Our school community is made up of 1300 pupils and 180 staff with excellent facilities to benefit both the school and local community. Pleckgate High School is a thriving multicultural community that places the best interests of young people at the heart of everything we do.

In January 2019, the school was judged as outstanding in all areas by Ofsted, a copy of the report can be downloaded from the school’s website. Inspectors found our school to have a “great sense of industry and endeavour” and described the school as “harmonious” with a “common goal to excel”. A copy of the report can be downloaded from the school’s website.

At Pleckgate everyone is committed to providing the best educational experiences and opportunities for our pupils. At the heart of the school’s work is a commitment to high quality teaching and learning and achievement for all: for our pupils to be safe, happy and successful developing as individuals into caring, responsible citizens who participate fully in school life and are proud of their achievements. Every pupil at Pleckgate is encouraged to have ambitious goals and everybody is responsible for creating a culture of high expectations and academic excellence.

We are proud of our achievements – our ambitious curriculum, our examination success, opportunities for pupils’ personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards.

This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

Pleckgate is a successful 11 – 16 high school and over the past three years has achieved the following:

- Judged as outstanding across all four areas: Leadership and management, quality of teaching, outcomes and personal development and welfare.
- Outcomes in 2019 continued to demonstrate excellent progress with a fifth successive year of positive Progress 8 and in the top 20% of schools nationally.
- For the past four years each year group in school has been significantly oversubscribed

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact [jferguson@pleckgate.com](mailto:jferguson@pleckgate.com)



**A. McGinty**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### **High Expectations**

of ourselves, our pupils and our school community

### **Commitment**

we are dedicated to raising standards and improving opportunities

### **Ambition**

we constantly strive to improve by setting ourselves challenging goals

## Job Advertisement

# Executive Assistant

**Hours: 37 hours per week**

**Weeks Worked: All Year Round**

**Start Date: 1 July 2023**

**Salary: SCP 24 – 28 (£31 099 - £34 723)**

Pleckgate High School wishes to appoint a hardworking, enthusiastic and committed Executive Assistant to join their professional and friendly senior leadership team. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

### The Job

- To provide a full and high-level administrative support to the Head Teacher and Senior Leadership Team within the school.
- Supporting the Headteacher with Performance Management administration, reports and related HR actions
- Monitoring and coordinating absence management within the school including return to work interviews with staff
- Supporting the administration of all HR matters including contracts of employment, recruitment and onboarding.
- Maintaining the school's management information system in relation to administrative and personnel.
- The delivery of accurate and timely administrative services and functions to the Headteacher, Senior Leadership Team, governing body of the school, parents and carers, and other key stakeholders.
- To organise the daily administration of cover for absent teaching staff as and when required.

### What are the job requirements?

- A level or equivalent including maths and English at GCSE.
- Extensive experience as an Executive Assistant to Senior Managers, ideally within the education sector.
- An effective communicator who can deliver complex and clear information or messages, both oral and written.
- MS office proficiency (including working with Google applications).
- Strong team player and ability to undertake a number of issues simultaneously as well as the ability to work under considerable pressure.
- Excellent attention to detail and accuracy.
- Excellent interpersonal skills.

**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date: Wednesday 7 June 2023 at 09:00**

**Interview date: w/c 12 June 2023**

**Safeguarding**

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com)

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>



## Job Description

# Executive Assistant

**Reports to:** Headteacher

**Grade G:** SCP 24 – 28 (£31 099 - £34 723)

## Job Purpose

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## Key Responsibilities and Accountabilities

### Human Resources administration

- Manage the vacancy approval process and draft advertisement packs for any vacancy advertising within the school.
- Arranging and giving site tours to job candidates as part of the interview process.
- Arranging interviews for successfully shortlisted candidates.
- Preparing panel timetables for the interview day.
- Preparing interview paperwork for the panel.
- Maintain records of applications and prepare the panel for shortlisting.
- Carry out pre-employment legal checks for new employees.
- Issue offer letters, contracts and all employment related paperwork, ensuring they are returned and filed as required.
- Updating SAMPeople with any contract revisions, new starters and leavers.
- Be the first point of contact for staff queries sickness absence.

- Undertake return to work meetings with staff, escalating concerns to the relevant line manager and or HR as required.
- Make referrals to Occupational Health as and when needed, ensuring the employee is aware of the appointment and the importance of attending.
- Arrange welfare and formal sickness meetings liaising with the Trust and line manager to coordinate diaries.
- Escalate employees that meet sickness trigger points to the relevant manager / HR as required.
- Ensure all HR processes and systems are legal, compliant with internal policies and best practice
- To ensure all staff HR files and records are up to date.
- To be the contact point in the office for all personnel matters including contracts and sickness absence management as required.
- To liaise with the HR team as required, regarding HR issues and provide information to the Head Teacher and School Business Manager.
- To record all staff absence, providing updates to the Head Teacher / School Business Manager as required.
- To organise the daily administration of cover for absent teaching staff as and when required.

#### **Senior Leadership support**

- Providing support for the Senior Leadership Team as and when required.
- Producing documents, briefing papers, reports, presentations and any other documentation as required by the Headteacher or Senior Leadership Team for meetings and presentations.
- Attend Senior Leadership Team meetings on a daily and weekly basis taking minutes and organising supporting documentation including agenda items and dissemination of information
- Arranging travel and accommodation as needed for visitors to school
- To provide confidential administrative support to the Head Teacher and School Business Manager on all aspects of the work of the school.
- To prioritise incoming correspondence, messages and tasks.
- To ensure urgent matters are brought to the attention of the Head Teacher or other relevant members of staff.
- To support the Senior Leadership in working with Governors, visits to school, training and reporting.
- To produce Head Teacher's correspondence and manage calendar and activities of the Headteacher.

#### **Data and administration management**

- Input and maintain confidential staff records in SAMPeople and SIMS and manage the electronic files.
- Ensure that the records held in the school are kept confidential and secure. These should be maintained according to current GDPR legislation.
- Ensure all safeguarding procedures are in place and adhered to, particularly in relation to applying for DBS checks, updating the Single Central Register, undertaking section 128 and prohibition from teaching checks along with any other recruitment requirements.
- Devising and maintaining office systems, filing and reporting, ensuring adherence to record retention periods, confidentiality and data protection legislation.



### **Whole school support**

- Support at school events as and when needed.
- Minute meetings as requested by the Senior Leadership Team.
- Organising and maintaining diaries, making appointments as required.
- Interface with all parts of the school and externally with other schools, organisations as needed.
- Ensure corporate branding strategy is being followed.
- Arrangement of hospitality and room bookings where necessary.
- To communicate with all stakeholders (as required) including parents and pupils with diplomacy, professionalism and patience.

### **Note**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

## Person Specification

# Executive Assistant

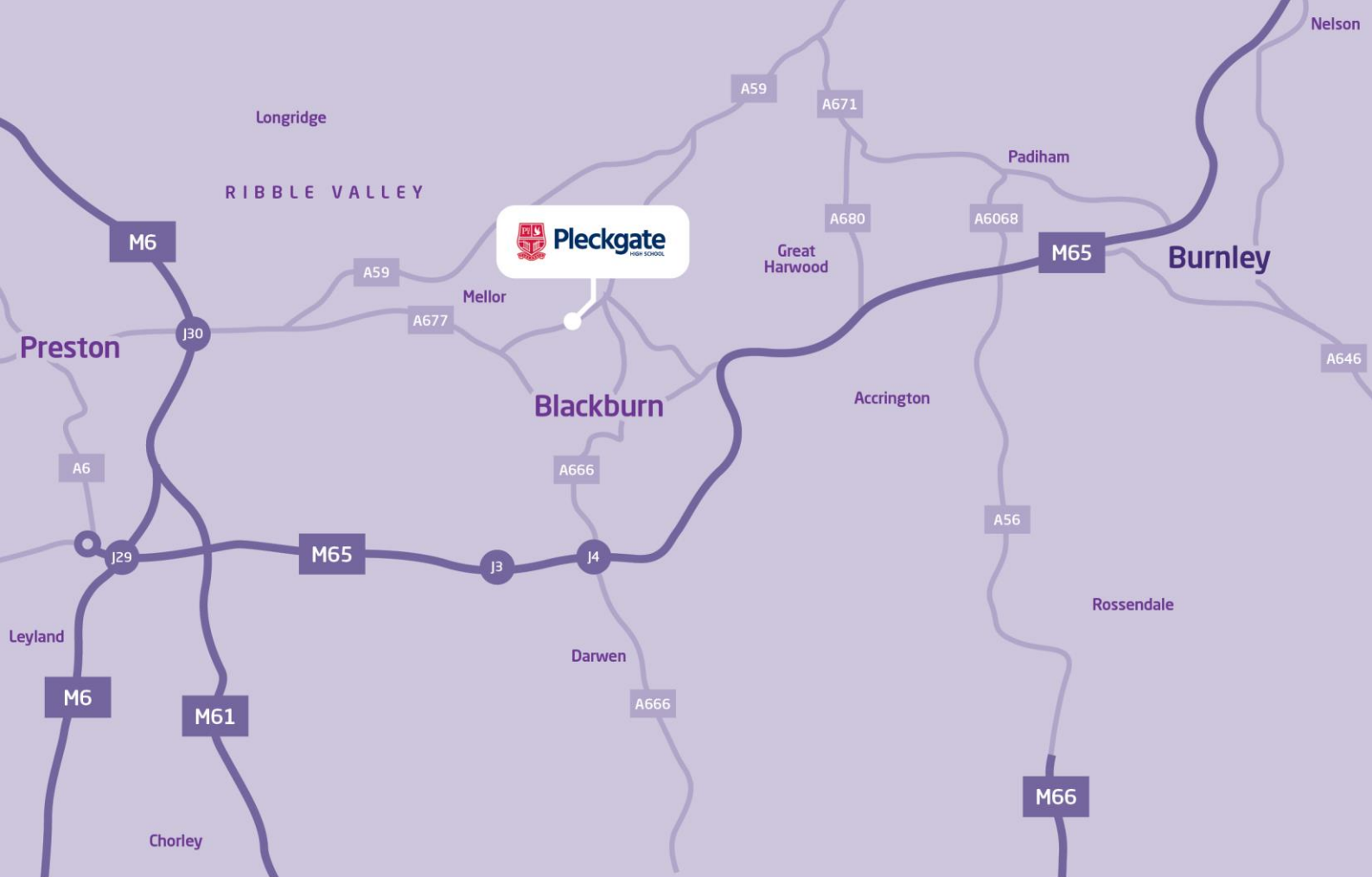
**Reports to:** Headteacher

**Grade G:** SCP 24 – 28 (£31 099 - £34 723)

No	Categories	Essential / Desirable	App Form	Interview
<b>QUALIFICATIONS AND EXPERIENCE</b>				
1	Experience of providing administrative support at a high level in an office environment	E	✓	✓
2	Proficient computer skills and experience of using Microsoft Office packages, particularly Word, Excel, Outlook & PowerPoint	E	✓	✓
3	A Level or equivalent including maths & English at GCSE	E	✓	✓
4	Experience of organising and providing administrative support to Senior Leadership teams	E	✓	✓
5	Experience of handling a wide range of enquiries and an excellent telephone manner	E	✓	✓
6	Experience of taking and writing minutes, summarising discussions and writing concise reports	E	✓	✓
7	Experience of working in a school and working knowledge of school management information systems.	E	✓	✓
8	Good understanding of employment law including absence, contracts of employment.	D	✓	✓
<b>KNOWLEDGE, SKILLS AND COMPETENCIES</b>				
9	Knowledge of standard office administrative practices and procedures	E	✓	✓
10	Information gathering and monitoring skills	E	✓	✓
11	Knowledge of safer recruitment practices	D	✓	
12	Knowledge of legal checks required for new applicant recruitment	D	✓	✓
13	Knowledge & understanding of the education sector including schools and academies and safeguarding policies	D	✓	✓
14	To demonstrate confidentiality at all times	E	✓	✓
15	Attention to detail and accuracy	E	✓	✓
16	Effective time management and ability to prioritise	E	✓	✓
17	Ability to see projects through from start to finish, managing time and tasks effectively	E	✓	✓



18	Ability to communicate effectively, both orally and in writing	E	✓	✓
19	To remain calm under pressure and have a professional approach at all times	E	✓	✓
<b>PERSONAL QUALITIES</b>				
20	To demonstrate a solution focused and 'can do' approach			
21	To demonstrate initiative	E	✓	✓
22	Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team	E	✓	✓
23	Ability to work on own initiative with minimal supervision	E	✓	✓
24	An organised and thorough approach to work	E	✓	✓
25	Excellent interpersonal skills	E	✓	✓



# Contact

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An Education Partnership Trust School