

# Sir John Thursby Community College



## Candidate Information Pack Headteacher's PA

Dear Applicant,

Thank you for your interest in the post of Headteacher's PA at Sir John Thursby Community College, full details of the position are included in this pack.

Sir John Thursby Community College is a mixed 11-16, multi-cultural, fully inclusive school which values all students, staff and our community partners. We have over 1,100 students on roll and over 150 staff enjoying working together to provide the best for everyone. We are also fortunate to work in a fantastic building that was one of five community high schools within the Building Schools for the Future project in Burnley.

Everything we do is driven by our strategic vision and our ambition to be a truly great school. Three words are central to what we do: Belong, Believe and Achieve. We are committed to ensuring that all our students have bright futures and collectively, as a staff, we commit to our beliefs which are set out in our Strategic Vision (included in this pack).

In our latest Ofsted report in April 2023, the school was graded 'good' in every area and inspectors commented that the pupils *'enjoy attending this thriving and popular school'* and that they *'feel a strong sense of belonging to the school community.'* The report also identified that students *'achieve well'* and that *'almost all pupils successfully move on to apprenticeships, A levels or other forms of education, employment or training'*.

People and relationships are at the heart of what we do. One of our key values is that all members of our school community are known, valued and loved and we work hard to ensure this happens. We were delighted that Ofsted saw this in our relationships with our young people when they commented that *'staff know pupils very well'*. We work hard to create an environment in which staff feel a strong sense of belonging to our school, our students and our families. We are firmly committed to ensuring that all our staff have a positive work/life balance and as a result we give all our teaching staff a minimum of 20% non-contact time and staff have excellent CPD opportunities.

In our 2023 staff survey, 97% of staff were proud to be a member of our school community and 95% said that they enjoyed working at the school. Staff commented that:

- *'Leaders care and lead by example'*
- *'SJT is a great place to work'*
- *'I love being part of the SJT team and appreciate the opportunities that the school provides for its staff and pupils'*
- *'The staff are extremely positive and supportive of each other and value relationships with their students'*
- *'I do believe this is a great place to work, and I feel lucky to have this opportunity'*

We have a highly ambitious curriculum with over 70% of students following the EBacc subjects. Our results are consistently strong with students Attainment 8 and Progress 8 in line with other schools nationally.

We have a positive behaviour system which has *'high expectations of pupil's behaviour'* (Ofsted 2023).

We are proud of our achievements and continue to go from strength to strength. I would encourage you to come and visit SJT to see why we all believe that it is a special place to work and make a difference. Please contact Leanne Barwell, Headteacher's PA ([l.barwell@sirjohnthursby.lancs.sch.uk](mailto:l.barwell@sirjohnthursby.lancs.sch.uk)) to arrange an appointment. We look forward to receiving your application and please contact us if you would like any further information.

Yours sincerely,

*R Browning*

**Rob Browning**  
Headteacher

## Headteacher's PA

**Grade 6 37 hours per week**

**Actual salary range: £23,123 - £26,503pa**

**Must be flexible to work between 8am – 5pm**

**Term time only + 2 weeks**

**Required from 1<sup>st</sup> September 2024 or sooner**

We are characterised by how we treat our people

Following internal career progression of the current post holder, we are seeking to appoint a Personal Assistant to the Headteacher with excellent communication, ICT and presentation skills. The successful applicant will have a high degree of attention to detail, a positive 'can do' attitude, excellent knowledge of MS Office and be able to operate in a highly confidential manner. We require a highly organised, flexible, enthusiastic and supportive professional who will provide administrative support to the Headteacher and other members of the Leadership team to the highest level.

The appointed person's personal qualities will include the ability to build strong relationships at all levels and with all stakeholders, being personable but professional at all times with an excellent work ethic.

**If this sounds like you, we'd love to hear from you and to have you join our excellent team.**

We can offer you:

- excellent facilities and a well-resourced college
- friendly and supportive colleagues
- well motivated students
- excellent opportunities for professional development

Sir John Thursby has a strong ethos of 'Belong, Believe, Achieve' to promote constructive and supportive relationships between all students and staff.

Further details and application forms are available from the college website or by contacting Lynsey Clayton (on behalf of the Headteacher) as follows:

- **Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT Tel: 01282 682313**
- **or email [l.clayton@sirjohnthursby.lancs.sch.uk](mailto:l.clayton@sirjohnthursby.lancs.sch.uk)**
- **Website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)**

**Closing date: 9am Monday 8<sup>th</sup> July 2024**

**Shortlisting: Tuesday 9<sup>th</sup> July 2024**

**Interviews: w/c 15<sup>th</sup> July 2024**

## Lancashire County Council

### Role Profile – Operational Context Form

<b>Post title:</b> Personal Assistant 2				
<b>Directorate:</b> CYP Schools			<b>Location:</b>	Sir John Thursby Community College
<b>Establishment or team:</b>		Admin Team	<b>Post number:</b>	
<b>Grade:</b>	Grade 6	<b>Staff responsibility:</b>	Assistant School Manager - Admin	<b>Essential Car user:</b>
<b>Scope of Work – appropriate for this post:</b> To provide support to the Headteacher and provide effective supervision of school administrative functions.				
<b>Accountabilities/Responsibilities – appropriate for this post:</b> Key duties: <ol style="list-style-type: none"> <li>1. Provide a secretarial and administrative service to the Headteacher and other senior staff, acting as a personal assistant to the Headteacher</li> <li>2. Diary management, organisation of meetings and minutes taking</li> <li>3. Liaise with external agencies (e.g. Local Authority, multi-agency teams) on behalf of the Headteacher</li> <li>4. To oversee the administrative function within the school, including staff and systems</li> <li>5. Provide a point of contact for parents / carers and external agencies wishing to speak with the Headteacher</li> <li>6. On behalf of the Headteacher, responsible for communicating information of a sensitive or confidential nature with parents, external agencies and school staff.</li> <li>7. Responsible for cash and/or expenditure from the agreed office budget.</li> <li>8. Assist the Headteacher in co-ordinating school functions, including school visits</li> <li>9. Undertake other administrative support duties, such as reception duties, filing, answering the telephone and processing incoming and outgoing post</li> <li>10. Minute taking at various school meetings</li> <li>11. Promotion of school through social media</li> </ol>				

**Additional supporting information – specific to this post.**

- Occasional contact with emotionally demanding situations
- May also supervise a small team of school office support staff

**Indicative knowledge, skills and experience**

- General administrative experience.
- Working at or towards national occupational standards (NOS) for business and administration and knowledge / skills equivalent to current national qualifications Level 3.

**Additional Information:**

- Requires knowledge of office management, diary and PA work. Knowledge and skills equivalent to National Qualification at level 3.
- Provides information, advice to pupils, staff and other adults, including external organisations such as the LA.
- Communicating information of a sensitive or confidential nature with parents, external agencies and school staff.
- Organisational skills for diary, office management.
- Supervisory responsibility of a small team of school admin support staff.
- No direct responsibility for pupils, frequent contact with pupils on administrative matters as first point of contact to head teacher or senior staff.
- Makes decisions about own secretarial or project work, diary management; refers to the head where needed.
- Maintenance of information systems.
- Handling cash and/or spending from an agreed budget
- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.
- Occasionally exposed to emotionally demanding situations through pupil/parent contact.
- High levels of work-related pressure including interruptions and conflicting demands
- Work normally carried out in an office environment.

<b>Prepared by:</b>	T Collinge	<b>Date</b>	May 2024
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**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

#### **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

#### **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

#### **Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**Person Specification Form  
Headteacher's Personal Assistant Scale 6**

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: (e.g. application form, interview, reference etc)</b>
<b>Qualifications</b> Minimum 5 GCSEs (Grade A-C) or equivalent: Relevant text/word processing qualification: Relevant Business Administration qualification (or equivalent):	E D D	AF/I/R AF/I/R AF/I/R
<b>Experience</b> Experience of working within School Administration: Experience of working in Secretarial/PA role: Dealing with senior managers/other agencies, General Public: Previous advanced word processing experience including use of range of software packages – e.g. Word, Outlook, Excel, PowerPoint: Experience of promotional social media content design	D E D E D	AF/I AF/I/R AF/I/R AF/I/R AF/I/R
<b>Knowledge/Skills/abilities</b> Excellent IT/keyboard skills with experience of software package applications: Ability to produce accurate work with attention to detail, professional layout and within specified deadlines: Excellent interpersonal skills and communication skills: Ability to work as member of a team Ability to work effectively using own initiative: Ability to plan and prioritise workloads to meet deadlines and changing demands: Ability to interpret relevant legislation, policies and guidelines and apply to processes: Excellent organisational skills:	E E E E E E E E	AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R
<b>Other:</b> Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety Willingness to undertake first Aid Training Good sense of humour Confidentiality and discretion Confident and assured	E E E E D E E	I I I I I AF/I/R I



<b>Special Requirements</b> Willingness to undertake First Aid Training:	D	I
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## SIR JOHN THURSBY COMMUNITY COLLEGE STRATEGIC VISION AND VALUES 2022-2025

Being a truly great school through..

### OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

### MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



### OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

### OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



**BELONG BELIEVE ACHIEVE**

## Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)

Completed application forms should be returned by the closing date to Lynsey Clayton [l.clayton@sirjohnthursby.lancs.sch.uk](mailto:l.clayton@sirjohnthursby.lancs.sch.uk)

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



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