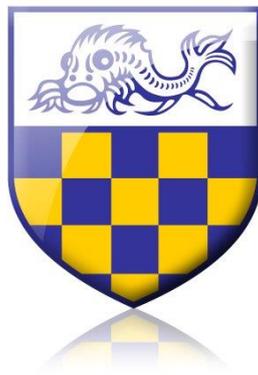


**Longhill High School
Rottingdean
Brighton**



Information Pack 2021

PA to Headteacher & Senior Leadership Team



LONGHILL

HIGH SCHOOL

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086
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September 2021

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at www.Longhill.org.uk

Our recent Ofsted Inspection Report (2018) has confirmed that Longhill High School is a 'Good' School. The report states: "The inspirational leadership of the Headteacher has resulted in the staff working together to transform the school." The Ofsted inspectors acknowledged the hard work of the senior leadership team, highlighting that teachers have a "renewed enthusiasm for teaching and ... research new ways to inspire pupils". The latest report confirms that the behaviour issues, which were once a legacy of the school, are now very much in the past, stating: "Pupils behaviour has been transformed since the last inspection and they are now proud of their school. They are smart, polite and tolerant of views and differences. They recognise the many improvements and are appreciative of their teachers and the leaders of the school."

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website www.Longhill.org.uk . Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of Ali Carter, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Miss K Williams
Headteacher

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: PA to Head Teacher & Senior Leadership Team (SLT)

Reports to: Head Teacher

Department: Families, Children and Learning

Section: Longhill High School

Purpose of the Job

1. To provide a high quality, confidential and comprehensive administrative support to the Head Teacher and the Senior Leadership Team in order to maximise the efficiency and effectiveness of the school as a whole.
2. To ensure that high quality and regular communications and marketing occurs via the school's digital and print platforms to improve and enhance the school's public image

Principal Accountabilities

1. To provide a high level administrative support to the Head Teacher and the Senior Leadership Team:
 - 1.1 To use initiative to organise and manage the Head Teacher, managing their diary, recognising when more urgent matters present themselves and re-arranging meetings / appointments as required, preparing papers [researching information as appropriate], fielding and filtering telephone calls, opening and distributing post and managing the Head Teacher's email with little / no guidance from Head Teacher.
 - 1.2 To plan and prioritise a significant amount of the Head Teacher's work, organising, scheduling and delegating work to other SLT members ensuring that adequate time is set aside for the Head Teacher to achieve key tasks.
 - 1.3 To contact a range of people on the Head Teacher's behalf presenting the Head Teacher's opinions, taking feedback and passing this back to the Head Teacher.
 - 1.4 To liaise with Governors on a regular basis, ensuring they are kept informed of all relevant school events, to include weekly post distribution to all governors.
 - 1.5 To process and monitor pupil exclusions, ensuring the correct procedures have been followed.
 - 1.6 To maintain the school's policy library, ensuring that SLT review and update policies within the statutory guidelines.
 - 1.7 To provide a support service to the SLT and the school in general; administering post and receiving all incoming e-mails and distributing accordingly, responding to complex correspondence, typing letters, producing reports and, responding appropriately to telephone calls and visitors
 - 1.8 Produce and present reports for the Head Teacher and SLT, interpreting information for non-specialists
 - 1.9 To undertake recruitment duties; collating applications, requesting references, inviting short-listed individuals for interview, liaising with all parties to ensure suitable attendance.

- 1.10 To provide administrative support for the school Human Resource systems including safeguarding.
- 1.11 To liaise with Governors on a regular basis, ensuring they are kept informed of all relevant school events, to include weekly post distributions to all Governors.
- 1.12 To produce weekly staff newsletters and parent/carer newsletters.
- 1.13 To support SLT with additional projects throughout the year in relation to the needs of the school, this involves both short and long term planning and preparation, ensuring deadlines are met for various tasks, such as:
- Staff handbook & school calendar.
 - Prospectus updates.
 - Parents and School events
- 1.14 To provide information, and support SLT with school communications and marketing, which will include print and social media such as the school website, Twitter, Facebook and other media platforms, whilst ensuring that all content is 'on brand'.
- 1.15 Undertake regular audits of the school website, and make necessary amendments, to ensure compliance.
- 1.16 Liaise with the local community and outside agencies on behalf of the Head Teacher

Additional Duties:

- To maintain an in depth knowledge of the general operations, procedures and processes at the school ensuring that advice and guidance is readily available to others [internal and external].
- To receive and maintain complaints, liaising with parent/carers, outside agencies and members of the public ensuring these are fielded appropriately and issues are dealt with promptly and efficiently in line with the school's complaints policy
- To receive and maintain the school freedom of information requests forwarding such requests to the relevant member of SLT and ensuring that deadlines are adhered to.
- Accurate minute taking for both informal and non-formal meetings, ensuring any actions to be carried forward are recorded.
- Prepare tea and coffee, ordering refreshments as required for a range of meetings.

General accountabilities:

- To uphold the School / Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Post Title: PA to Head Teacher & Senior Leadership Team (SLT)

Department: Families, Children and Learning

Section: Longhill High School

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Relevant knowledge gained through formal training equivalent to NVQ level 4, or the equivalent qualification or experience.• Comprehensive knowledge and understanding of relevant standard and bespoke software packages, including internet• Knowledge and understanding of school administrative procedures• GCSE English or equivalent qualification
Experience	<ul style="list-style-type: none">• Substantial proven secretarial experience at a senior level• Proven experience working in a school or educational setting with young people• Considerable experience of using relevant software packages for word processing, spreadsheets, databases and presentations.• An experienced user of email, the internet and intranet.• Experience of social networking, writing for digital marketing• Experience of researching and collating information.
Skills and Abilities	<ul style="list-style-type: none">• Excellent telephone technique and the ability to communicate straightforward information clearly, in person and in writing, including that which may be more complex and need careful explanation to ensure it is understood.• Secretarial skills, e.g. shorthand / audio typing, document layout/presentation skills and bring forward.• Make day-to-day decisions about own workload within a clear framework.• Work on own initiative with self-motivation and a proactive approach to problem solving with the ability to identify potential difficulties/issues, analyse them and make sensitive and pragmatic judgements as to

	<p>how to progress tasks, when to refer back/upwards or make recommendations to resolve.</p> <ul style="list-style-type: none"> • The ability to remain calm in tense and pressurised situations • Computer literate, able to learn and use new systems effectively • Excellent organisational skills, with the ability to manage and prioritise workload effectively • To be able to plan ahead, keep diaries, book appointments and events • Ability to approach and liaise with a range of people internally and externally, face-to-face and over the telephone • Able to work well as part of a team, providing support to others when necessary
Equalities	<ul style="list-style-type: none"> • To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Additional Salary Information

Salary

The 2021 Pay award is still to be fully applied so please be aware that there may be some small change to these figures.

Non-Teaching staff work for 39 weeks per year (term-time only) plus 3 weeks (negotiable with the Headteacher) and are paid for 48.30 weeks per year, which incorporates an element of holiday pay.

Annual Full Time salary ÷ 52 weeks' x paid weeks per year (48.30) ÷ full time hours (37) x actual hours worked (37).

Therefore, the starting salary for this post is in the range of

£25,481 ÷ 52 x 48.30 = £23,565 raising to £25,117 per annum

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dba or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.