**Head’s PA, Personnel Officer and Office Manager**

**The role**

We have an exciting opportunity for a Head’s PA, Personnel Officer and Office Manager to join our school.  The successful candidate will be passionate in working with our children and families to make a difference for them to our children. We are looking to recruit a colleague with both the commitment and relevant skills to embody our culture, enthuse students, and help to raise standards throughout the school. The successful candidate will join the school at an exciting time. Having been judged as ‘Good’ by Ofsted in December 2021, we are eager to continue on our school improvement journey – and we look forward to having you on this journey.

**The successful candidate will:**

* Have relevant experience of working in a similar environment.
* Act as first point of contact for the Headteacher/Strategic Leadership Team
* Undertake a diverse range of secretarial and administrative duties for the Headteacher and senior staff, acting as personal assistant to the Headteacher keeping the diary, minute taking, making arrangements and carrying out general office duties
* Have strong literacy skills to undertake a variety of tasks and to ensure well-presented and accurate correspondence, reports and other documentation
* Be organised and flexible to the demands of the role.
* Be able to maintain confidentiality and sensitivity.
* Have a positive attitude and sense of humour.

As part Catholic School within the Diocese of Shrewsbury, there is an expectation that the successful candidate will embrace Catholic Life working to demonstrate Catholic Social Teaching in everything that we do.

**Our School**

**The Catholic High School, Chester** is an academy where we all strive for excellence. We have a real sense of community, and being part of the community is incredibly important to us. As part of our school improvement journey, we have clear plans to ensure that outcomes continue to improve. Our team approach is evident in everything that we do, and this has been a key factor in securing school improvement in recent years.

We firmly believe in the importance of all of our students achieving a Quality First Education, which in turn enables our students to believe that they can achieve whatever they want to with hard work, determination and self-motivation.

The role of Head’s PA, Personnel Officer and Office Manager is a key support role to the school’s Senior Leadership Team, coordinating the Head’s Diary and correspondence, providing wide ranging general and specialist support to the Senior Leadership Team and the wider school community.

**What we offer**

You will be part of the school’s support team, supporting the Senior Leadership Team to enable the school to continue to maintain it’s high standards and enable students to get the best out of their time at school.

As part of The Catholic High School, Chester you will be open to opportunities to develop as an individual within the school through our Training Programme. The value of being part of our team should not be underestimated, joining The Catholic High School, Chester will mean that you will be part of a supportive and dedicated group of staff who will invest in your professional development. This is a fantastic opportunity to develop your abilities and knowledge whilst working in a supportive environment in conjunction with other very dedicated and professional staff.

The role is Permanent Role over 41 weeks a year (Term Time) paid over 12 months. 37 hours a week 8am to 4pm (3.30 pm Friday)

Pay – Grade 7 SCP 17 – 23 £26,845 - £30,151 pro rata for 41 weeks

For further information, please have a look at our website [www.christofidelis.org.uk](http://www.christofidelis.org.uk)

**Closing date: 3pm Monday 3rd July**

**Interviews will take place on the 10th July**

Further details and an application pack are available from the vacancies page on our website:

[Vacancies - The Chester Catholic High School (christofidelis.org.uk)](https://www.christofidelis.org.uk/about/vacancies/)

Applications should be returned via email to: Andrew Kilcoyne, Business Manager kilcoynea@christofidelis.org.uk

The Catholic High School, Chester is committed to safeguarding and promoting the welfare of all of our students, and expect all staff and volunteers to share this commitment. An enhanced DBS check applies to all roles.

**Job DESCRIPTION**

**The Catholic High School, Chester**

**Job Description**

**Job title HEADTEACHER PA, PERSONNEL OFFICER, OFFICE MANAGER**

**JOB PURPOSE:** To provide a comprehensive personnel service within the school, manage and lead the personnel assistants and office services team and administration of cover arrangements, to ensure smooth operation of the school.

**MAIN RESPONSIBILITIES**

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| **NO** |  |
| **1** | Provide a comprehensive personnel service to staff within the school, which includes: provision of advice and guidance on personnel related matters; implement and monitor personnel policies and procedures; provide a comprehensive recruitment and selection service (whole school); develop and maintain personnel records, including paper and electronic records of staff cover, supply staff hours, sickness and personal leave; manage the processing of monthly returns to Finance/Payroll (including monthly checks against Benchmarked figures to ensure accuracy and consistency); appointment administration (including issuing of contracts and terms of employment); termination administration; to ensure the process and procedures meet Academy, Trust, Diocese and employment legislation. |
| **2** | Recruit, manage, lead, appraise, train, develop and motivate the administrative team and personnel assistants to ensure their effective deployment (achieving targets and maximizing outputs) for the benefit of the school, including the management, planning and co-ordination of the work of the office services team and personnel office (including development and monitoring the use of technology and office procedures), to ensure the provision of an effective and efficient service within the school. |
| **3** | Inform and advise on personnel matters for Governors’ Personnel Committee meetings and Leadership Group meetings in order to facilitate decision making, including identifying trends (eg sickness patterns, staff turnover, staff vacancies, etc) and producing statistical data from computerised and manual records, presenting the information in a logical and acceptable format, for analysis to facilitate management decision making and to ensure optimum operational efficiency and effectiveness. |
| **4** | Plan and implement teaching staff cover in response to planned absences and unforeseen circumstances, including arranging for external supply teachers, to ensure continuity of teaching and learning for all pupils. |
| **5** | Research specific topics and provide information in a concise and relevant format for the School Leadership Team and Governors in order to inform planning and decision making within the school, including managing the preparation of reports and data needed by the management group or Governors of the school, external agencies, etc (such as School Census for DfE). |

**The Catholic High School, Chester**

**Person Specification**

**Job title Headteacher’s PA, Personnel Officer and Office Manager**

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| **CRITERIA** | ESSENTIAL | **DESIRABLE** | **METHOD OF****ASSESSMENT\*** |
| Qualifications | * Good standard of general education including 5 GCSE’s or equivalent (Graded A-C) including Maths and English
 | * Qualification in work linked with children and young people, particularly social work, education or youth and community work.
 | * AFT
* INT
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| Experience | * Experience of working in an office environment.
* Organisational, office administration, secretarial and supervisory skills.
 | * Experience of working in and educational setting.
* Experience of multi-agency working
 | * AFT
* INT
* T
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| Job relatedKnowledge | * ICT competent and conversant with the Microsoft Office suite of applications
* Organisational structure of school, its employees and how it works & its physical layout.
* Application and understanding School policies and procedures
* Structure of timetable and curriculum
* Have good administrative organisation and communication skills.
* Demonstrate an understanding of issues linked to confidentiality
 | * Knowledge of appropriate legislation and initiatives within education.
 | * AFT
* INT
* T
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| Skills and Aptitudes | * Ability to analyse data.
* Ability to liaise effectively with staff and outside agencies.
* Have excellent inter-personal skills and be able to work well as part of a team
* Ability to multitask and work with a range of agencies
* Be resilient, firm and consistent
* Be comfortable with a challenging and varied workload and be able to prioritise effectively
* Able to maintain confidentiality where applicable
* Able to work in a professional manner with a wide range of people
* Ability to act on initiative within a team context
* ICT skills
* To show commitment to safeguarding and ensuring the welfare of children and young people
 |  | * AFT
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| Other Requirements | * Willingness to undergo an enhanced DBS check.
* Full UK Driving licence with the ability to travel within the local area
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The Catholic High School, Chester is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

**\* KEY - Method of assessment**

AF = application form Int = interview T= test