



Meols Cop High School



Brokering Aspirations

EVERY DAY IS AN *INTERVIEW*

A

Attendance and Punctuality

I understand that to succeed I need to attend every day and ensure that I arrive on time to every lesson or learning opportunity I have.

S

Self-Awareness

I have a clear perception of my personality, including my strengths, weaknesses, thoughts, beliefs, motivations and emotions. I am aware of how I impact others.

P

Professionalism

I show the world that I am professional in the way I dress, act and behave. I am ready to take opportunities when they are presented.

I

Initiative

I take advantage of every opportunity that is offered to broaden my horizons and allow me to create opportunities for myself.

R

Resilience

I believe in my own ability; I always persevere and bounce back quickly from any set backs on my journey.

E

Endeavour

I constantly push myself to achieve my goals. I am only satisfied when I have exceeded my high expectations.



Candidate Application Pack

PA to the Leadership Team

Meols Cop is the home of ambitious innovators, visionary thinkers and extraordinary pioneers.



IP/PN/PA22

November 2022

PA to the Leadership Team

Permanent – 36hrs pwk

Grade G SCP 20-25

Term Time only plus additional days to be agreed

Dear Candidate,

Thank you for your interest in the opportunity to join our team here at Meols Cop High School.

I was fortunate to be appointed Headteacher at Meols Cop in September 2019 and feel extremely proud to be leading this extraordinary school. Meols Cop is a beacon for the highest standards of inclusive education and the commitment of the staff across the school provides a culture of support and challenge in equal measures.

As a Research School we are very fortunate to have a culture in which staff are truly committed to professional development and as a leadership team we actively encourage a culture in which our colleagues grow and develop. The successful candidate will not only have access to exceptional development opportunities for their own career but will also play a pivotal role in supporting the development of staff across the school.

At Meols Cop we are extremely ambitious for our whole school community with a vision of 'Brokering Aspirations'. We are committed to ensuring that our young people have the skills, qualifications and characteristics to lead a successful life. We provide a curriculum that will challenge them academically, that will allow them to develop as citizens of the world and to undertake experiences that will allow them to explore passions and make informed choices about their futures. The successful candidate will take a lead role in making this become a reality through developing a culture amongst our staff and students of high expectations and high standards.

In your application please refer to the requirements of the post and give practical examples of your skills and qualities that can be discussed further at interview. We would encourage you to watch our Virtual Tour to give a further insight into life here at Meols Cop (<https://www.youtube.com/watch?v=nBk2xjb0gSs>) and look at our website (www.meolscophighschool.co.uk), performance tables and OFSTED reports to ensure that Meols Cop High School is a school that you feel would be suitable for your professional development.

Further details and application forms can be downloaded from the school's website:

www.meolscophighschool.co.uk

Completed applications should be sent to recruitment@meolscop.co.uk and marked for the attention of Mrs Paula Nevins, PA to the Leadership Group. Closing Date: 12pm on Monday 21st November 2022. Interviews to take place shortly thereafter.

Yours faithfully

Ian Parry
Headteacher



SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

School: **Meols Cop High School**

Post: PA to the Leadership Team

Grade: LEVEL 4 – Grade G (SCP 20-25) JE No.A1620

Section: Education

Responsible to: Headteacher and Leadership Group

Responsible for: **Administrative support as PA to the Headteacher and Leadership Group.**

Responsibility for staffing functions in the school, to be the key point of contact on matters of workforce planning and HR.

JOB PURPOSE

To be responsible for administrative support to the Headteacher and Leadership group, human resources and organisational processes within the school working alongside the senior staff. Management of cover supervisors and supply staff ensuring the smooth running of the curriculum and coordination of the school day. Responsibility for managing resources within a budget.

MAIN DUTIES

Administration

Management of the Headteachers diary and administrative support to ensure the professional standards of Meols Cop.

Administrative support to the wider Senior Management Team.

Responsible for maintaining manual and computerised records and/or management information systems for the whole school including departmental reviews, staff records, supply/cover records, personnel administration and induction packs.

Analyse and evaluate data/information and produce reports/information as required by Senior Team including maintaining manual and computerised records for key functions of school operations



Responsible for the administration of the recruitment process ensuring statutory safeguarding is adhered to.

Responsible for maintaining the single central record for DBS for the whole school

Undertake word processing and other ICT based tasks including the production of letters, reports, timetables and staff data collection forms

Responsible for the administration of teachers pay award process, as well as, addressing staff payroll queries, ensuring policies and guidelines are adhered to.

Responsible for the completion and submission of complex internal and external forms and returns including staff contract change forms and casual staff claim forms.

Responsible for answering and correctly distributing all emails in the Schools' Enquiries inbox

Organisation

Provide organisational and advisory personnel support to staff.

Responsible for the co-ordination and organisation of teaching cover

To manage and coordinate activities in connection with the school day including staff changes, room changes and school calendar.

Develop, maintain and implement a Supply Handbook and other comprehensive staff documentation to ensure uniformity.

Conduct DBS and s128 management checks.

To manage the Headteacher's emails and diary including the arrangement of meetings, appointments, etc

To be responsible for arranging and organising visits by the school photographer to include: providing appropriate cover for staff and ensuring the smooth running of the school day.

To manage and resolve complex telephone and face-to-face enquiries in accordance with school policies and procedures.

Resources

To be responsible for the administration stationery budget and to order and distribute all stationery.

Operate relevant equipment and complex ICT packages



Support for the School

Operational responsibility for the human resource across the school with support from SLT. This includes timely management of sickness absence, annual leave records, complex management of lieu days and to ensure local council policies are followed such as managed maternity leave and associated documentation.

Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the school ethos, aims and development/improvement plan.

Work as part of a team, appreciating and supporting the role of other people in the team.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities including performance management as required.

Line Management

Supervise cover and supply staff as appropriate providing relevant information to assist in their induction and daily support.

Responsible for effective team communication by liaising with senior staff and managed staff on a daily basis.

Note This is not a comprehensive list of all tasks, which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.



School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

We are committed to promoting the safeguarding and welfare of children and young people and expect all staff and volunteers to share this commitment.

We are committed to investing in people and are willing to offer training to help staff carry out their job more effectively.



PERSON SPECIFICATION

Post: PA to the Leadership Team

Post No.

School : Meols Cop High

School Dept: Office

Personal Attributes Required	Essential (E) or Desirable (D)	Method of Assessment
<u>QUALIFICATIONS/TRAINING</u>		
Level2 qualification in Numeracy / Maths and Literacy / English or equivalent qualification.	E	AF + I
NVQ Level 4 in Administration / Business / Certificate in School Business	E	AF + I
Manage or equivalent qualification or experience.	E	AF + I
Diploma in School Business Management	D	AF + I
Willingness to study for the DSBM cert.	E	AF + I
<u>EXPERIENCE</u>		
Experience of working in an office environment at a more senior level including line management of staff	E	AF + I
Knowledge of relevant policies/codes of practice and an awareness of relevant legislation.	E	AF + I
Appropriate knowledge of First Aid.	D	AF + I
Basic awareness of inclusion, especially within a school setting.	E	AF + I
<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
Communication & Influence Selects the appropriate content and delivery style to communicate ideas, plans and		

<p>decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in an effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.</p> <p>Team working Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.</p> <p>Organisational awareness Keeps up to date with educational developments, analysing and interpreting how this impacts on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information.</p> <p>Adaptability Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p>
<p>Use of technology Is able to use and understands the purpose of information communication technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Is able to manipulate data and extract information, which is then presented in an appropriate format. Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.</p>	<p>E</p>	<p>AF + I</p>
<p>Professional Values and Practice Demonstrates high expectations for all pupils. Ability to build and maintain successful relationships with people, treat them</p>	<p>E</p>	<p>AF + I</p>

consistently, with respect and consideration.		
Ability to work collaboratively with colleagues and carry out the role efficiently, knowing when to seek help and advice.	E	AF + I
Ability to improve your own practice through observations, evaluation and discussion with colleagues.	E	AF + I
Willingness to undertake training as required.	E	AF + I
<u>SPECIAL REQUIREMENTS</u>		
Requirement to complete Support Staff Induction Programme.	E	I
Requirement to complete Appointed Persons First Aid at Work training.	D	I
Satisfactory Enhanced DBS Disclosure	E	DBS Disclosure

AF = Application Form
 I = Interview
 T = Test
 P = Presentation