



Ashlawn School
PA to the Senior Leadership Team



ASHLAWN
SCHOOL

Job Description and Person Specification

Welcome from the Principal

As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell
Principal

About the Role

Thank you for your interest in the position of PA to the Senior Leadership Team at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Ashlawn School is recruiting an enthusiastic, efficient, and proactive individual to the position of PA to the Senior Leadership Team of a large, busy and successful school. The successful candidate will perform vital administration tasks necessary for the smooth running of the school and will undertake a full range of administrative and secretarial duties for the Senior Leadership Team.

The successful candidate will enjoy being at the hub of activity with varied activities and interaction with staff across the whole school. They will be a strong role model who rolls up their sleeves and gets stuck in with day-to-day operations. Applications are welcome from individuals currently working in a school or looking to move into the education sector.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Ashlawn?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Ashlawn School
Job Title:	PA to the Senior Leadership Team
Salary:	NJC12 – NJC17 £27,711.00 to £30,060.00 FTE £23,382.31 to £25,364.38 Actual
Contract:	Fixed Term Maternity Cover (minimum of 9 months) 34 Hours Monday to Friday Term time + 20 days
Responsible to:	PA to the Principal
Key relationships/Liaison with:	Senior Leadership Team Teaching staff Students Parents
Job purpose:	To be the Personal Assistant to the Senior Leadership Team and perform all necessary tasks requested by them; To undertake a full range of secretarial and administrative duties to the Senior Leadership Team.
MAIN ROLE AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ● Act as a point of contact within the school for staff, partners, councillors, parents/carers and others seeking contact with the SLT ● To assist the SLT in organising and assisting with their administrative workload recommending items to be dealt with in order of priority. Ensure that the SLT respond to particular approaches within timescales identified in any agreed priority action list ● When requested, maintain the diary for members of the SLT, arranging appointments as appropriate and ensuring that they are adequately briefed on matters to be discussed ● Make travel arrangements for members of the SLT as requested and to provide care for their visitors, including the provision of refreshments ● Assemble and prepare papers required by the SLT to attend meetings, prepare reports or reply to requests for information ● Liaise with the senior leadership team concerning priorities, deadlines, policies and procedures ● Prepare and distribute messages from the SLT ● Liaise with the TLET Central team where necessary 	

- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated
- Ensuring work force census is completed accurately, annually in conjunction with the PA to the Principal
- Arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales
- Sort and prioritise incoming post for the SLT, dealing with telephone calls for the SLT. Keep a log of mail received and how it has been dealt with
- After discussion, draft, as appropriate, outgoing correspondence and school documents that are the direct responsibility of the SLT
- Act professionally at all times and be the external example for the SLT
- Carry out research for the SLT as required
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the SLT
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents/carers in relation to duties undertaken
- Undertake all matters relating to SARS, FOI & Data Breaches
- Organising career appointments with the relevant outside agency and liaising with staff and students about such appointments
- Live the Ashlawn School values, as detailed on our website and be their best at all times

Safeguarding

- To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: PA to the Senior Leadership Team
Responsible to: PA to the Principal

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> Minimum requirement of GCSE or equivalent in English and Mathematics grade C/4 or equivalent Excellent working knowledge of computer software packages including Microsoft Word, Excel and Outlook Evidence of commitment to ongoing CPD as a 'life-long learner' 	<ul style="list-style-type: none"> Additional further education/higher education. Role-specific additional training, qualifications and/or accreditations, e.g. SIMS training, RSA qualifications, First Aid etc.
Experience	<ul style="list-style-type: none"> Demonstrable enthusiasm for working in an environment with young people Demonstrable experience of strong communication skills and of managing difficult situations Experience of significant administration or Executive Support Experience of, or prepared to take on additional responsibilities whilst we establish our school 	<ul style="list-style-type: none"> Working with children and/or in a secondary school setting Experience of safeguarding protocols Experience of school-based systems (e.g. SIMS, SISRA analytics, FFT Aspire) Project Coordination Experience of managing the work of others Fully proficient with MS Office suite, inc. advanced features in MS Word and MS Excel Experience of working with Google Suite Experience with working with Canva
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> Able to communicate with a variety of stakeholders at all levels (e.g. pupils, colleagues, 	<ul style="list-style-type: none"> Capacity to build and grow teams / support brand new projects

	<p>parents/carers, trustees, the community, external agencies, e.g. Ofsted)</p> <ul style="list-style-type: none"> • Excellent IT skills to support the organisation • Able to work as part of, and contribute to, a whole school, multi-disciplinary team • Able to handle confidential and highly sensitive information 	
Personal Qualities	<ul style="list-style-type: none"> • Able to demonstrate the appropriate motivation to work with young people. • Able to form appropriate relationships with young people and colleagues at all levels • Emotional resilience in working within a challenging, high-paced environment • Appropriate attitudes to the use of authority and maintaining discipline 	
Equality	<ul style="list-style-type: none"> • Demonstrable commitment to inclusive teaching and learning • Awareness of the effects of discrimination on pupils, parents/carers, colleagues and policy 	
Specialist Knowledge	<ul style="list-style-type: none"> • An understanding of executive support and maintaining professional relationships • Understanding of the Ashlawn family ethos and the expected role within this 	<ul style="list-style-type: none"> • Desktop publishing • Data and Examinations • Attendance monitoring • SIMS / school-based MIS systems

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised:** 31 January 2025
- **Closing date:** 21 February 2025
- **Final shortlisting:** w/c 24 February 2025
- **Final panel process:** w/c 3 March 2025