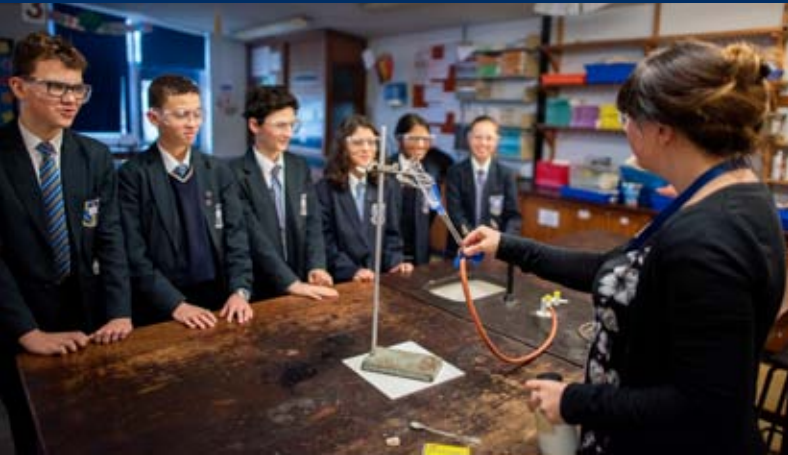




# ST JAMES'

CATHOLIC HIGH SCHOOL



## PA to the Headteacher

Candidate Information | July 2019



# A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2017) located in Stockport, South of Manchester. Our school is made up of 800 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school. Recently our Catholic community has achieved:

- **Impressive positive progress 8 scores** for the previous three years
- In 2018, **48% of students achieved at least a grade 5 in English & Maths** while **70% of students achieved a grade 4** in these subjects
- **77 grade 9s in 2018** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open subjects and the humanities placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is to strive for excellence whilst keeping our Catholic roots at the centre of everything we do. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, or would like to arrange a visit please contact the Headteacher at [headteacher@stjamescheadle.co.uk](mailto:headteacher@stjamescheadle.co.uk)

**Anthony Pontifex**  
Headteacher



Governors seek the following appointment for September 2019

# PA to the Headteacher

## Full time 37 hours per week (term time only)

### Scale 4: £19,544 - £21,166 (pro rata)

Hours of work 8am to 4pm Monday–Thursday. 8am to 3:30pm Friday

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,  
to encourage learning and development through **faith**,  
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2017, with "Outstanding" Outcomes for Pupils

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The governors of the school wish to appoint a dynamic and highly motivated PA to the Headteacher

**Closing Date: Tuesday 13th August at 12 noon**

**Interviews: To be confirmed**

Please note a current CES application form (version 13) must be completed for this post – CVs will not be accepted. Forms can be emailed to [headteacher@stjamesheadle.co.uk](mailto:headteacher@stjamesheadle.co.uk)

Please note the deadline for applications is 12 noon on Tuesday 13th August

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



# PA to the Headteacher

## School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

## Purpose

To provide confidential secretarial, PA and administrative support to the Headteacher.

## Administration

- Providing clerical and secretarial support to the Headteacher, including correspondence, typing of letters, maintenance of the central filing system, preparing documents for SLT, FLT and governors
- Minuting secretary for appropriate meetings e.g. SLT (after school), governors committees, individual parent meetings with reference to pupil reintegration after exclusion etc.
- Managing the Headteacher's calendar
- Proof reading of a variety of letters and documents
- First point of contact for parents – telephone and in person, where required
- School communication e.g. typing of weekly Headteacher bulletin, termly newsletters as appropriate, school calendar, SIP/SEF etc. updating website where appropriate
- Prepare exclusion letters, log on sims and notify LA
- Advertising vacant posts in media, as agreed with the governing board, organisation of applicants' information packs and distribution as appropriate, organisation of short-listing meetings and interviews. Contracts issued and successful and unsuccessful candidates notified as appropriate
- Governing Board administration including clerk to governors' committee meetings (after school, where required)
- Updating teachers' professional development on SIMS
- Ensure the dispatch of information to parents and governors e.g. invites to parents meetings, presentation evenings, school functions etc.

## Educational Visits Coordinator

- Ensure all paperwork is submitted for Group 3 and Group 4 trips to the LA and monitor paperwork for Group 1 and Group 2 visits.

## General Duties

- To be a named first-aider and to undertake training, as appropriate to maintain the currency of their first aid qualification.
- To act in accordance with provisions of the School Staff Code of Conduct.
- To abide by the School Data Protection Policy
- To use information technology systems as required, in compliance with the School IT Policy
- To carry out the responsibilities of the post with due regard to all or any of the School equality and diversity policies
- To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk
- To take part in performance management and undertake/participate in training as appropriate
- To comply with and follow all other school policies and procedures in force and also with the conditions of service stipulated within the contract of employment
- To have an involvement in other associated duties as discussed and agreed with the Headteacher

## Other Specific Duties

Many specific responsibilities will require collaborative working with other team members across the school which, as the Headteacher's PA, you will develop proactively

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from any manager to undertake work of a similar level, that is not specified in their job description



# PA to the Headteacher

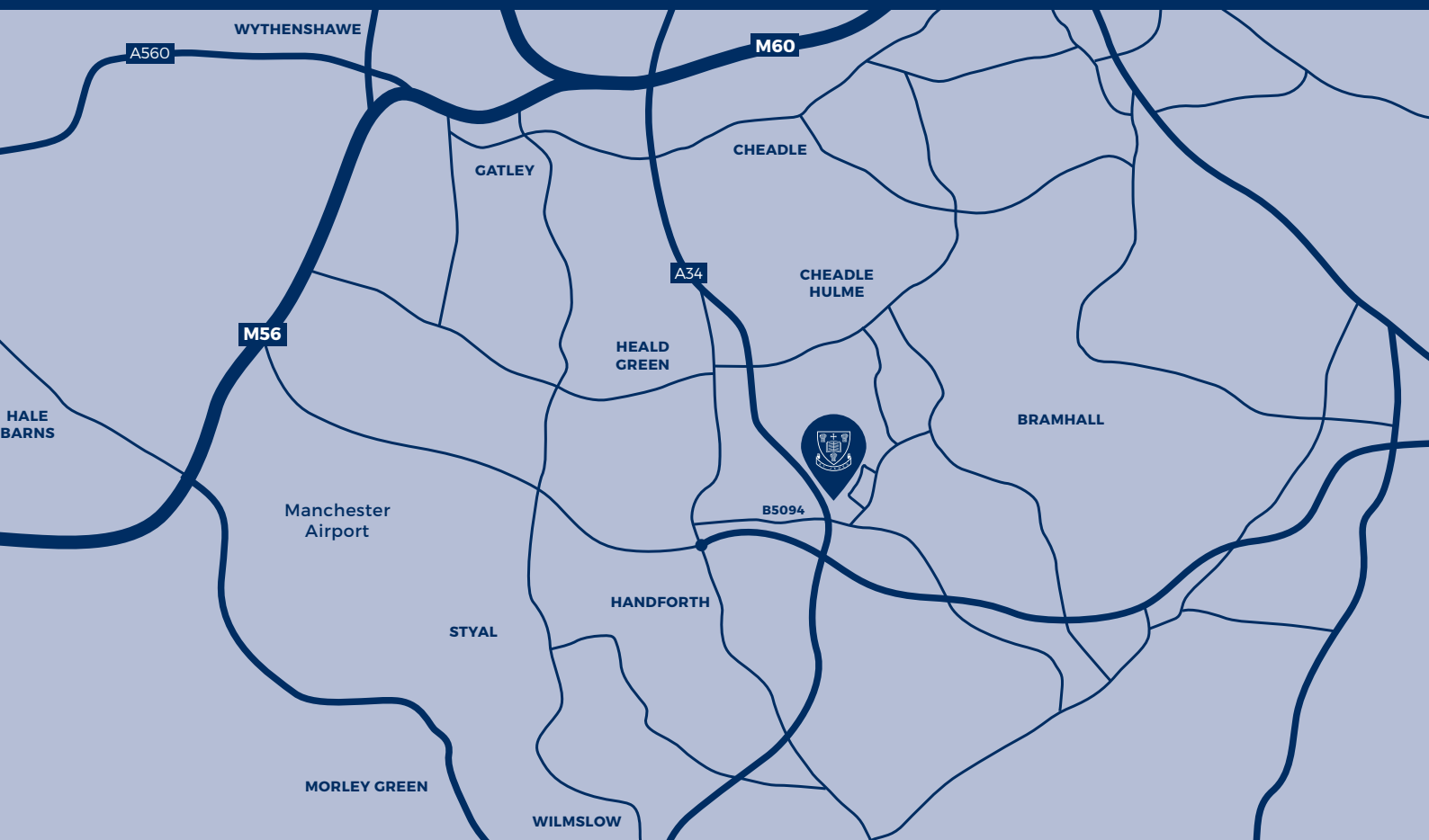
Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
<b>Training and Qualification</b>				
Good standard of education to at least GCSE standard or equivalent; at least GCSE Grade C or equivalent in English and Maths	✓		✓	
Commitment to personal/professional development	✓		✓	
<b>Experience</b>				
Experience of working in a school environment within administration		✓	✓	
Experience of producing meeting minutes and documents of a high quality with accuracy	✓		✓	✓
Experience of providing administrative support in a busy environment	✓		✓	✓
Experience of presenting information in a variety of ways	✓		✓	✓
Ability to make sound judgements and prioritise multiple demands	✓		✓	✓
Ability to act on own initiative, dealing with any unexpected problems that arise	✓		✓	✓
<b>Professional Knowledge</b>				
Knowledge of and commitment to relevant school policies including Safeguarding/Child protection and Health and Safety.		✓	✓	✓
Excellent, up to date, working knowledge of MS office suite of applications	✓		✓	✓
Experience of using Sims		✓	✓	✓
<b>Personal skills and qualities</b>				
Supportive of the ethos of a Catholic School	✓		✓	✓
Ability to maintain confidentiality and to be able to deal with matters with discretion and sensitivity	✓		✓	✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓		✓	✓
Good interpersonal skills and able to communicate effectively with a range of people	✓		✓	✓

# Contact

0161 482 6900  
headteacher@stjamescheadle.co.uk

[www.stjamescheadle.co.uk](http://www.stjamescheadle.co.uk)

St James' Catholic High School  
St James' Way  
Cheadle Hulme  
Cheadle  
Cheshire  
SK8 6PZ



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CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26