



# The Howard School

## Candidate Briefing Pack

# Executive Assistant to the Headteacher



# Welcome



The Howard Academy Trust aims to create a close knit family of Good and Outstanding schools through partnership, challenge, accountability and support within a cooperative framework.

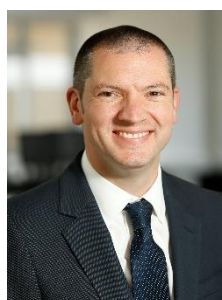
We are an innovative and creative Trust, responding to the ever-changing needs of our students and the demands from higher education and employers. We recognise and emphasise the importance of aspiration, energy and ambition.

From August 2017, The Howard Academy Trust will comprise of 5 academies (1 secondary and 4 primary) with two more schools scheduled to join in the next academic year.

Our Trust values all staff working within our academies. We have a growing reputation for being a good and supportive employer. Our aim is to make our Trust the best place in Medway to work, develop and learn. We have a commitment to high-quality Continued Professional Development for all and endeavour to ensure that all staff are happy and equipped to support students on their learning journey.

Paul Morris  
**Chief Executive**  
The Howard Academy Trust

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Thank you for your interest in the post of Executive Assistant to the Headteacher at The Howard School. I am determined to recruit a talented individual who shares our vision of providing a first-class education to all our students. You will show the drive, tenacity and ability to realise this ambition, and demonstrate a commitment to your own education and to yours and others' professional development. This role is one where you must provide clear leadership, challenge and support to others and you must have the capacity to do this in a way that is professional, based on evidence and motivates your colleagues.

Our local and national reputation as a school where results challenge the stereotypical view of underachievement in young men continues to grow, as does the perception that we hold to traditional values in standards of behaviour and uniform. We are an innovative and creative school, responding to the ever-changing needs of our students and the demands from higher education and employers. To further this, a number of exciting changes are planned for the near future to support our drive towards excellence.

I am determined to ensure The Howard is the best school in Medway and beyond in which to teach, work and develop. Our success has been built on the commitment, professionalism and aspirations of our staff. It is a place where people want to work as there are opportunities for progression. I hope my resolve to take the school to the next level is evident and, while I recognise that this is by no means easy, that this is the very least we should be doing for our community. The successful candidate will be someone who is genuinely up for the challenge. In return, we can promise an investment in you and your future, offering a competitive remuneration package, providing first class professional development and career opportunities.

I look forward to receiving your application.

Terry Millar  
**Headteacher**

## *Striving for progress, excellence and positive change*

We aim to create a close knit family of Good and Outstanding schools through partnership, challenge, accountability and support within a cooperative framework.

We are committed to enhancing the life chances of young people by improving their educational achievement.

Schools within the Trust will retain their unique and individual character.

We strive for excellence and aim to bring about transformational change where necessary in schools.

We are truly inclusive and aim to establish the highest expectations for young people and all those who work with them.

As a Trust we have four fundamental tenets:

- We strive to create a culture of dignity, respect and trust in all our schools
- There is no ceiling to achievement for young people
- All staff have the right to exceptional professional development
- Our moral purpose is to make a positive difference to the lives of young people.

## Our Family of Schools



**Deanwood Primary School**  
210 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Temple Mill Primary School**  
210 Pupils on Roll  
Sponsored by The Howard Academy Trust  
Located in Strood, Kent



**THE  
HOWARD  
SCHOOL**

**The Howard School**  
1,500 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Thames View Primary School**  
420 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Miers Court Primary School**  
420 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent

Further information about our academies can be found at [www.thatrust.org.uk](http://www.thatrust.org.uk)

The Howard Academy Trust value employees that work for our organisation. The following benefits are available to employees within our academies.

## Financial

- Salary
- Pension
- Sick Pay

## Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working



## Employee Benefits - Permanent Contracted Employees & Fixed Term

- Childcare Vouchers - Purchase of Childcare Vouchers provided by Edenred
- Free Confidential Counselling Service

## Professional Development

- Access to Middle and Senior Leadership Courses
- Role specific training courses for Associate Staff



# History of The Howard School



The Howard School was established in 1975 by amalgamating Rainham Boys Secondary School and Gillingham Boys Grammar School to form a bi-lateral school. A bi-lateral school is one where admission to the grammar school section can be by 11 plus selection and admission to the high school section is non-selective.

The school was named after Dorothy Howard who played a major part in the local community.

Since opening there have been five Principals:

- John Hicks: 1975 to 1987
- Alan Jarrett: 1987 to 1997
- Maurice Barry: 1997 to 2001
- David Smith: 2002 to 2007
- The Honourable Paul Morris: September 2007 - December 2015

The Howard School became a Grant Maintained School in 1994 when we left the control of Kent County Council. Following a change of Central Government, we became a Foundation School in 1998. Although a Foundation School we worked very closely with the local authority. The school became a Specialist Sports College with ICT as the second strand in 2007. In October 2014, the school became an Academy and the core of The Howard Academy Trust.

We are a high achieving successful 11 to 18 school.

Since 2008, The Howard School has been and remains one of the highest achieving non-selective schools in Medway, Kent and the South-East of England. We believe The Howard School is one of the highest achieving boys' non-selective schools in the country.



# Executive Assistant to the Headteacher

## Job Description

|                        |  |
|------------------------|--|
| <b>Job Title:</b>      | Executive Assistant to the Headteacher |
| <b>Department:</b>     | Admin Department                       |
| <b>Responsible to:</b> | Headteacher                            |
| <b>Remuneration:</b>   | NJC Grade B1 – Points 27 - 34          |

### General description of the post

The School seeks an outstanding Executive Assistant to provide support to the Headteacher in all operational aspects, and to manage the core Administrative team, working within a busy school environment. The job holder will additionally provide support to the wider Senior Leadership Team in a number of areas as outlined below, lead the administrative team, and have oversight of the school's communication and marketing systems.

The post-holder should have regard for the aims of the school, as part of the school community take general responsibility for promoting and safeguarding the welfare of children and young persons, and be a positive and helpful member of the school support team. The post-holder is required to fully support the vision, ethos and policies of the school.

### School Improvement Plan Priorities

Support Staff within the school are expected to make a valuable contribution to the School Improvement Plan priorities for the current academic year:

- Enhance the quality of our teaching
- Increase the level of challenge and support for our students
- Improve the amount of progress all groups of students make.

### Values and behaviour

Support staff make the education of the pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Support staff act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

### Personal and professional conduct

Support staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career.

It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including:
  - democracy, the rule of law, individual liberty and mutual respect, and
  - tolerance of those with different faiths and beliefs;

- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Support staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality

### **Executive Assistant to the Headteacher Duties:**

#### **Support for the Headteacher:**

- Providing high-level administrative and secretarial support to the Headteacher.
- Screen and prioritise all incoming correspondence including emails, phone calls and letters, providing the Headteacher with necessary information to assist with replies, drafting responses and documents where appropriate, and handling all confidential correspondence with discretion.
- Acting as 'gatekeeper' for the Headteacher, being the main point of contact for staff, students, governors and parents/carers.
- Maintaining diary and travel arrangements.
- Organising meetings for the Headteacher, including recording and typing of minutes when required.
- Maintaining the Headteacher's Inspection documentation, ensuring updates are actioned in a timely manner, in preparation for Ofsted.
- Ensure the maintenance of clear and effective filing, records and other systems and keep them updated. Use latest technologies to provide a comprehensive ICT support for the Headteacher, leadership and governors, ensuring staff are regularly trained in these technologies.
- Provide support in the Headteacher's Report to governors and Trust.
- Maintaining the School's Development Plan.
- Undertaking market research, data analysis and report-writing as required.
- Receive and welcome visitors to the school on behalf of the Headteacher, organising refreshments as required, being courteous and effective at all times.

#### **Support for the Senior Leadership Team:**

- Acting as Secretary for the Senior Leadership Team (SLT) and a limited and reasonable number of Governor Committee Meetings if required.
- Undertaking and successfully delivering project work on behalf of the Headteacher and /or SLT as requested.
- Support the Headteacher and SLT in the organisation and detailed planning of school events, such as Awards Evenings, parents' evenings and special assemblies, maintaining a file of these events for future reference and attend Open Evenings, Awards Evenings and other school events as required.
- Coordinating SLT internal communications.

#### **Administrative Team Leader:**

- Identifying and overseeing CPD training needs for current staff, taking responsibility for ensuring that SLT's needs are met.
- Overseeing the recruitment and induction of new administrative staff, ensuring all training needs are identified and addressed.

- Overseeing the workload and holiday/absence cover of the administrative team.
- Organising regular communication meetings.

### **Communication and Marketing Systems:**

- Ensure the SIMS database is maintained correctly and the school complies with the statistical return requirements.
- Ensure compliance with GDPR requirements.
- Manage the production of marketing material including the school prospectus.
- Provide information as required for the school website and ensure that compulsory documentation and information is available and up to date.
- Develop a strategy for the ongoing collation, analysis and evaluation of stakeholder views on service delivery, reporting to leadership as appropriate.

### **Additional responsibilities:**

- Play a full part in the life of the school community, supporting our mission and ethos, encouraging staff and students follow this example, including representing the school in a professional and positive light at all times and to all stakeholders.
- Be fully compliant with the schools safeguarding policies and contribute to the safety and supervision of students.
- Maintain a high degree of confidentiality with regard to issues concerning staff and students. Respond positively with tact, sensitivity and awareness to students and parents in relation to duties undertaken.
- Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision, and undertake appropriate training.
- Undertake other responsibilities at this level as required.

### **CONDITIONS OF EMPLOYMENT:**

The post is graded at NJC B1 Points 27 – 34.

The working week is 37 hours per week.

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Line Manager and following consultation with you and will be reviewed annually as part of the appraisal process.

# The Howard School

## Person Specification

**Post:** Executive Assistant to the Headteacher

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

| Essential  | Desirable  |
|--|--|
| <b>Education &amp; Qualifications</b>  |  |
| <ul style="list-style-type: none"> <li>• Able to communicate clearly, understand and follow instructions</li> <li>• Typing skills/speed 50 words per minute</li> <li>• Relevant IT skills to include: SIMS, Microsoft Office applications e.g. Word, Excel, Outlook Calendar, etc.</li> </ul>  | <ul style="list-style-type: none"> <li>• Degree</li> <li>• Shorthand or speedwriting</li> </ul>                        |
| <b>Experience</b>  |  |
| <ul style="list-style-type: none"> <li>• Experience at senior administrative level</li> </ul>  | <ul style="list-style-type: none"> <li>• Project management</li> <li>• Internal and external communications</li> </ul> |
| <b>Knowledge and Understanding</b>   |  |
| <ul style="list-style-type: none"> <li>• Ability to prioritise work</li> <li>• Ability to manage time effectively to complete tasks to a high level</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Be flexible to changing demands of the post</li> <li>• Ability to respect and value the difference experiences, ideas and backgrounds others can bring to work and teams</li> <li>• To undertake any training relevant to the role</li> <li>• equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> <li>• Sound understanding of equality of opportunity issues and how they can be effectively addressed in schools</li> <li>• Clear understanding of the role of parents and the community in school improvement and how this can be practised and developed</li> </ul> |  |
| <b>Characteristics and Competencies</b>  |  |
| <ul style="list-style-type: none"> <li>• Excellent listening, verbal and written skills</li> <li>• High degree of accuracy</li> <li>• A high level of integrity and confidentiality</li> <li>• Interpersonal awareness and concern for impact.</li> <li>• Ability to cope under pressure</li> <li>• Dynamic and motivational</li> <li>• Openness to learning and change</li> </ul>   |  |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Ability to use initiative and be proactive</li> <li>• Ability to promote the school's aims positively</li> <li>• Ability to develop good personal relationships within a team; making an effective contribution to high morale</li> <li>• Ability to create a happy, challenging and effective learning environment</li> <li>• A solution-focussed mind-set and determined "no-excuses" approach to raising standards</li> <li>• A personable nature to build effective relationships with parents and all members of the school community</li> <li>• Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description</li> <li>• Ability to work to professional standards, to develop effective working relationships</li> <li>• Ability to be flexible and well organised to manage, at times, unpredictable and variable workloads</li> <li>• Ability and keenness to promote the school's positive culture and ethos</li> </ul> |  |
|---|--|

# Application Process

## Application Process

We will review applications as they are received and contact those shortlisted for interview. Early applications are encouraged as we will close the recruitment process once a suitable candidate is appointed.

Applicants should apply via our online application process on the following link:

<http://www.thehowardschool.co.uk/322/vacancies>

## Important Information for Applicants

Closing Date: midday on 2 July 2018

Interviews: To be confirmed

## Person Specification

This specification sets out the criteria which will be used to shortlist candidates for interview and during the interview process.

We hope you find the information in this pack useful. Should you have any further queries, please do not hesitate to contact Sharon Teachen, HR Manager, on 01634 265771 or email [hr@thatrust.org.uk](mailto:hr@thatrust.org.uk).