



CATHEDRAL  
SCHOOLS  
TRUST



TRINITY  
ACADEMY

**JOB APPLICATION PACK**  
**PA and Office Manager**



## ABOUT CST TRINITY ACADEMY

Trinity Academy is a dynamic new school opening in September 2019 in Lockleaze, north Bristol. We aim to offer a world-class education that allows every child to achieve beyond what they thought they could – their absolute best. We believe that true education is about the whole child, learning in everything they do, in and out of the classroom to become happy, confident, successful and engaged adults.

We articulate this vision by giving our community three foci: Head, Heart and Soul.

### **The Head - A Place of Learning:**

Pupil progress is absolutely central through great teaching and engaged learning. Expert teachers will deliver a broad curriculum to develop students to have a passion for learning and to find success. We will be a national centre of excellence for teaching. Teaching is a craft. In a culture where it is excellent, teachers talk about teaching, teachers observe each other teach, teachers plan, organise, monitor and evaluate their teaching together, teachers teach each other.

All teachers are learners. There is an expectation of full engagement in continued professional development, continued reading and action research. This will involve regular visits to other schools in the Trust. We will encourage and equip you wherever you are in your career through our Teaching School Alliance and there will be opportunities for you to contribute to developing others across the Trust and beyond.

### **The Heart - A Place of Care and Respect:**

Students will be taught to respect and care for themselves, their community and their environment and we will care for them, ensuring that all students of all abilities achieve their best because they are safe, happy and motivated. A strong emphasis will be placed on belonging to the school community. Our values are extremely important to us at every level of the school. Every adult at Trinity Academy is a pastoral leader. We show care and respect for ourselves by; looking after our own wellbeing including our work life balance; wearing smart business dress; demonstrating consistently high standards of personal conduct.

We show care and respect for each other by; treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper

boundaries appropriate to a teacher's professional position, and by demonstrating consistently high standards of professional conduct, creating a culture of high challenge and high support for colleagues and students. We show care and respect for the environment by modelling the behaviour we expect all to follow.

### **The Soul - A Place of Engagement:**

Whole child learning happens in and outside of the classroom. At Trinity Academy there will be a rich offer of co-curricular opportunities including specialist music and performing arts groups and exceptional sport. Students will find their spark and develop a confidence which will allow them to pursue any further study or employment. We expect staff to fully engage in the co-curricular life of the school. This will be wide ranging with some groups led by specialist teachers and other groups following the interest staff.



We are looking for passionate professionals who care deeply about young people. In the start up period you will need a 'can do' attitude and be willing and flexible to pick up tasks and roles as required. The school will open in temporary accommodation on the site of Stoke Park Primary School with the new £24 million building expected to open in May of our second year. This is a unique opportunity to contribute to the shaping and delivery of a truly excellent school.



# JOB DESCRIPTION

## **JOB TITLE**

PA and Office  
Manager

## **RESPONSIBLE TO**

The Headteacher

## **SALARY**

£26,259 - £29,961

FTE

(£24,239 - £27,656

TTO + 20 days)

## **START DATE**

March 1<sup>st</sup> 2019 or  
as soon as possible  
thereafter

## **HOURS**

Term Time only  
plus 20 days

## **PURPOSE OF THE ROLE**

- Offer personal support and assistance to the Headteacher.
- Help construct and lead a team providing efficient and timely high level administrative and clerical support for the Senior Leadership Team (SLT) and wider school.
- Ensure that internal and external communication is of the highest standard.
- Coordinate information for the planning of the school calendar and diary.
- Receptionist as required in the opening phase of the School.

## **RESPONSIBILITIES OF THE ROLE**

### **PA to Head of School:**

- Provide administrative support for the Headteacher.
- Manage the Headteacher's diary.
- Welcome and manage visitors.
- Manage and control all parent/carer and public complaints.
- Management and control of all Freedom of Information Requests.
- Manage a budget as agreed.
- Manage the admissions process in the initial stage of the Academy.

The tasks required will be many and varied but are likely to include the following:

- Manage the administrative duties of the Headteacher in a professional, friendly, and efficient manner.
- Help plan and execute events which promote and celebrate the School.
- Attend Open Events and support the School at various functions.
- Be aware of student safeguarding issues and refer information to the appropriate person when necessary.
- Uphold and promote the ethos and reputation of the School at all times.
- Work on the main reception.
- Work closely with the Pastoral Team to ensure that recording of student behaviour resulting in exclusions is in line with school policy.



**Office Manager:**

Work with the Headteacher and Senior Leadership Team to ensure consistency across office staff and where necessary taking on a leadership role.

**Recruitment and Personnel:**

Work with the Headteacher and CST HR officer to ensure consistency across all recruitment and personnel.  
Manage the CST Trinity Single Central Register

**Decision making:**

The post holder will primarily be operating within agreed limits and parameters in decision making for day to day operations. They will suggest improvements and implement initiatives. Reference should be made to the Headteacher on substantial matters.

**Working Environment:**

This is a brand new school, opening in temporary accommodation and growing rapidly in student, teaching staff and support staff numbers. It is essential to have a 'can do' attitude and be prepared to be involved in a variety of tasks especially as the school establishes itself. There are often several competing deadlines occurring at a given time – the successful candidate will be able to prioritise effectively.

There will also be regular and frequent face to face contact with students, staff, parents/carers and members of the public. The post holder will be required to become familiar with the entire staff and site. Other duties will require the post-holder to attend school events in the evening, as agreed.

**Contacts & Relationships:**

The post holder will be required to establish constructive working relationships with all members of the school community and partners. Confidentiality and security of information are vitally important aspects of the work.

Notes:

*The duties outlined in this job description may be modified by the Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.*

*This document does not form part of your contract of employment with the school.*



# PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
<b>Job Title:</b> PA to Head of School & Office Manager	<b>Salary Scale:</b> £26,259 - £29,961 FTE (£24,239 - £27,656 TTO + 20 days)

## 1. Skills and Abilities

Description	Method of Assessment
<b>Essential</b>	
Outstanding accuracy whilst meeting challenging deadlines.	Application form/interview
Ability to meet multiple requests for information in a calm and professional manner.	Application form/interview
Excellent organisational and general administrative skills, e.g. recording, filing, prioritising.	Application form/interview
Excellent IT skills especially in the areas of databases and spreadsheets, and comfortable with the use of IT as an integral and essential tool.	Application form/interview
Ability to prioritise own workload and deliver to deadlines.	Application form/interview
Ability to work on own initiative and not require constant supervision.	Application form/interview
Ability to work as part of a team and support others.	Application form/interview
Excellent interpersonal skills. Must be able to communicate effectively, especially face to face and via telephone.	Application form/interview
Must be able to establish and maintain good relationships with all people at all levels both internally and from outside the school, e.g. senior management, teachers, governors, visitors and parents/carers.	Application form/interview
Be able to maintain absolute confidentiality regarding personal data held by the School.	Application form/interview
Demonstrate initiative and a proactive approach to problems to identify solutions and opportunities.	Application form/interview



<b>Desirable</b>	
Potential to expand and develop and take on additional responsibilities.	Application form/interview

## 2. Knowledge/Qualifications

	Description	Method of Assessment
<b>Essential</b>		
	Excellent general office and IT skills.	Application form/interview
	Excellent literacy, numeracy & accuracy.	Application form/interview

<b>Desirable</b>	
Knowledge of the SIMS.net MIS system	Application form/interview
Knowledge of standard IT systems and programs: MS Word MS Excel MS Outlook Google	Application form/interview
Knowledge of the legal aspects of handling personal data	Application form/interview

## 3. Experience

	Description	Method of Assessment
<b>Essential</b>		
	General office experience to meet the needs of the post.	Application form/interview
	Experience of working on a number of tasks simultaneously and managing time effectively to maintain progress.	Application form/interview



<b>Desirable</b>	
Experience of work in a school environment.	Application form/interview
Experience of SIMS. net ICT package.	Application form/interview
Experience of working with children or young people.	Application form/interview

#### 4. Other Requirements

	Description	Method of Assessment
<b>Essential</b>		
	Commitment to excellence and desire for continual improvement.	Interview
	A knowledge and interest in the education environment.	Interview
<b>Desirable</b>		
	Assist with organisation and staffing of trips and visits such as Duke of Edinburgh, UCAS Fair and trips to Universities.	Interview



# ABOUT CST

## INTRODUCTIONS

Cathedral Schools Trust was established in February 2016 to include Bristol Cathedral Choir School (an academy since 2008) and Cathedral Primary School (a free school that opened in 2013). Headley Park Primary School and Victoria Park Primary School, joined the trust in August 2017 and St Katherine's School joined in January 2019. A brief overview of the schools currently in CST is below:

SCHOOL	PHASE	TYPE	NO. ON ROLL	LOCATION
Bristol Cathedral Choir School	Secondary	Academy (C of E designation)	983 currently rising to 1150 by 2021	College Square, Bristol BS1 5TS
Cathedral Primary School	Primary	Free school (Christian ethos)	241 currently rising to 420 by 2020	College Square, Bristol BS1 5TS
Victoria Park Primary School	Primary	Academy	420	14 Atlas Rd, Bristol BS3 4QS
Headley Park Primary School	Primary	Academy	420	Headley Lane, Headley Park, Bristol BS13 7QB
St Katherine's School	Secondary	Academy	756	Pill Road, Pill, Bristol, BS20 0HU



## VISION

The vision for the trust has evolved over time and is based upon the following guiding principles:

- Made up of a broad and diverse range of schools to include primary and secondary and culturally and socio-economically diverse schools, to become a mixed MAT.
- Working towards a critical mass of approximately 5-10,000 children within a local catchment area of greater Bristol.
- Ensuring that in the first instance, we grow through strong partnerships, generating high aspirations for all pupils, especially the disadvantaged, and building on the existing success of the founding schools and the Teaching School Alliance.
- Allowing each school appropriate earned autonomy and individuality, with high levels of trust and collaboration between schools. Understanding the drivers which led us to develop the trust and ensuring that other schools retain their identity but are committed to meaningful collaboration and using the trust to create new opportunities for both children and staff.
- Ensuring staff and children fulfil their potential and all are valued and nurtured.
- Delivering a commitment to creative, aspirant, innovative thought and action, rooted in evidence and action research.

Within the trust, our expectation is for all schools to be committed to:

- The spirit of co-creation.
- Sharing best practice and contributing to improvement in all schools across the trust and within the Teaching School Alliance.
- Appreciation of the importance of music and the co-curricular entitlement for all children.
- Sharing strengths to raise aspirations and deepen the learning experience for all children within the trust.

Our expectation is for every pupil to have:

- An excellent and inspiring experience.
- An education celebrating a wide range of world views and interpretations.
- Access to enrichment opportunities, in particular around music.

In turn our expectation is for staff to be:

- Recognised and valued.
- Provided with opportunities for learning, career development and opportunities for progression across the trust and the wider education system.
- Listened to with good communication across all levels of the organisation.
- Encouraged to try new ideas and to innovate.

## VALUES

We are a values-driven organisation and expect our new Job Role to aspire to our core beliefs. Our core values are outlined below.

Cathedral Schools Trust (CST) wants our children, and all those who work with them, to be safe, happy and to flourish. We will provide an education that encourages young people to be imaginative, knowledgeable, confident, hopeful, and equipped to make significant decisions. We believe that children will benefit if they learn respect and compassion for one another and for the world. We want them to be full of hope and a force for good.

Our children will have an entitlement to a rich and balanced curriculum. Schools will be encouraged to develop aspects of the curriculum that reflect the needs, interests and aspirations of their community. However, music will play a particularly important role in the life of CST, enhancing the sense of community through performance and celebration.

The trust believes that strong and trusting relationships are at the heart of good education. We hope to create a community of learning that embraces all staff, students and their families, who learn from one another. The focus will be on working in partnership, with a rigorous but collegiate approach to support and challenge amongst school leaders, staff and governors. We will support and build leadership and management capacity, and we will value, nurture and encourage the continual professional learning of staff. We aim to ensure that our staff enjoy working as part of the trust and will actively choose CST as their employer, recognising that they can develop and fulfil their potential. We will always seek to be reflective and to improve.

Our Multi Academy Trust (MAT) will include both community schools and Church of England schools. The trust values diversity and welcomes children of all faiths and none. Our core values of respect, compassion and hope are derived from the Christian heritage and are congruent with all faiths and non-theistic beliefs. To that end, we prize the particular and distinct identity of our partner schools and believe that the conversations we have as we encourage best practice and celebrate diversity, are right at the heart of our existence. We believe that this will be best achieved in an environment that values trust, kindness and creativity.

This is an exciting opportunity to work as part of a multi-academy trust committed to high expectations and excellent provision for all. The new school will work closely with the other schools in the trust, sharing resources and expertise where appropriate, and the Job Role will be expected to forge strong working relationships with the other CST Headteachers. The Trust provides flexible and adaptable learning and development opportunities for all staff, and is committed to the development of future leaders in education. Professional development is further supported by the work of the Teaching School Alliance as well as external events, e-learning, networking opportunities and cross-trust working.

You can find out about the Trust by visiting

[www.cathedralschoolstrust.org](http://www.cathedralschoolstrust.org)



