

Bullers Wood School

*St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
Tel: 020 8467 2280 ext 359 (Gill Newton)*

Email: gnewton@bullerswood.bromley.sch.uk

Website: www.bullerswood.bromley.sch.uk

Appointment of PA to Headteacher

To commence September 2018



Bullers Wood House

Closing date – Friday, 6th July 2018 - 9.00am



Bullers Wood School

St. Nicolas Lane, Logs Hill, Chislehurst, Kent, BR7 5LJ

Headteacher Mr. B. Greene BA NPQH

020 8467 2280

020 8295 1425

office@bullerswood.bromley.sch.uk

www.bullerswood.bromley.sch.uk

Dear Applicant

Thank you for expressing an interest in the post of PA to the Headteacher at Bullers Wood School. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available from September 2018 and offers an exciting opportunity to join an enthusiastic staff and very supportive department whose members are committed to making a real difference. The school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and for the last 4 years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

We are looking for an enthusiastic individual to help us to ensure that in every way Bullers Wood remains an outstanding school at our next Ofsted inspection, and that every one of our students achieves and exceeds both their targets and expectations.

The successful candidate will join Bullers Wood at an exciting time as we approach the opening of a secondary free school, Bullers Wood School for Boys in September 2018. This means that in the future there will be opportunities for enhanced professional and career development within the Bullers Wood Multi Academy Trust across both the Girls and the Boys schools.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

If you have any questions, please do not hesitate to telephone or email us.

We very much hope to receive your application.

Yours sincerely

B. Greene
Headteacher

q u o d p o t e s t e n t a



THE POST AND SPECIFICATIONS

The Post

We are seeking to appoint to this post in September.

Job description

Position:	PA to Headteacher BW7
Reports to:	Headteacher
Hours of Duty:	36 hours per week with an unpaid lunch break of 50 minutes per day.
Contract:	40 weeks p.a., of which 38 weeks are the term time dates and 1 week (5 days) are Staff Training Days. The other days are to be worked as agreed with the Headteacher.
Holiday:	To be taken during school holidays

PA to the Headteacher

- Ensure the Headteacher is provided with efficient administrative assistance in all aspects of work including confidential matters - Including but not limited to
 - Producing and responding to complex correspondence
 - Providing detailed analysis and evaluation of data and produce detailed reports/information as required (including but not limited to Performance Management, OFSTED, School Improvement Planning and Governors' papers)
 - Managing Headteacher and Deputy Headteacher diaries, organising meetings on behalf of them including taking minutes as required
 - Liaising with governors, staff, students and parents/carers on behalf of Headteacher and DHTs
 - Minute taking and distribution as appropriate
 - Liaising as appropriate with professional bodies, other schools and outside agencies,
 - Take a lead role in the marketing of the School along with social networking including maintaining the website
- Jack Petchey Co-ordinator
 - liaise with the Foundation
 - Manage all administration duties for the Awards Scheme.
 - Implement all procedures and ensure all money is spent correctly
- Responsible for the administration of exclusions and associated records
- Managing school leavers files

Admissions Officer

- Responsible for the admission process for Year 7 - Including but not limited to
 - Responsible for managing applications that warrant investigation – researching and establishing proof of residence
 - Responsible for liaising with the Borough Admissions Team

- Attending the School's Open Evening and being the lead advisor to parents on admissions
- Responsible for organising meetings with primary schools for the Head of new Year 7
- Manage the offers of statemented students and inform SENCO of those new students with statements
- Provide necessary paperwork for the admission appeals panel, offering advice and clarification

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification:

We are looking for the following qualities in the successful applicant:

- Good academic qualifications
- Excellent organisation, administrative and communication skills
- Excellent interpersonal skills.
- A flexible approach and willingness to go the extra mile
- Commitment and reliability
- Patience

The salary for this position is in the range £22,688 to £24,707 per annum dependent upon skills and experience.

If working 36 hours and per week and for 40 weeks per academic year on an FTE of £22,688, the actual salary will be £19,504.91 (36 x 40 x £22688/1675).

The annualised salary is paid in 12 monthly instalments.

AN INTRODUCTION TO BULLERS WOOD

Context

Bullers Wood is a highly successful comprehensive 11 – 19 girls' school with boys admitted to the sixth form. We are significantly oversubscribed, with admissions from over 50 primaries, and enjoy an excellent reputation in the community.

Mission and Ethos

Our purpose is to develop well qualified, confident and appreciative individuals who show tolerance and co-operation and are ready to play positive roles in the international community.

Students

The number on roll is 1563, including 454 students in the mixed sixth form. We serve a generally affluent community and parents have a choice of Bullers Wood as a comprehensive school for girls or selective education within Bromley and other LAs (Bexley, Kent). The proportion of girls eligible for free school meals is below the national average. About a fifth of the total roll is from an ethnic minority background and some 15 languages are spoken. Very few girls are learning English as an additional language. The behaviour of students is good, with the vast majority keen to learn and succeed.

In 2017, 80% of students achieved 5+ GCSE's at A* - C (9-4) including English and Maths, 50% of A level results were graded A* - B.

School Organisation

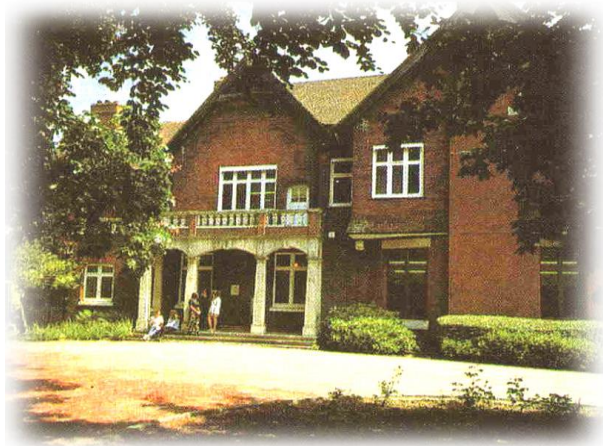
The staff at Bullers Wood are friendly, hardworking and conscientious. We actively promote continuing professional development for all staff, in line with the needs of the individual and those of the School. We offer a full and comprehensive induction and ongoing support programme for all new staff. NQTs are allocated a dedicated mentor to support them through their NQT year.

The School is a founder member of the Bromley Schools Centred Initial Teacher Training Collegiate which enables our staff to share their expertise and good practice with others.

Our Accommodation and Facilities

Twenty two acres of woodland and landscaped grounds surround Bullers Wood House, a mansion with interior design by William Morris and exterior by Ernest Newton – both leading Victorian designers. This makes it unique, creating a high quality environment and atmosphere which students enjoy and remember.

Inglewood House – 6th form centre



The School Day

The School day is currently 8.30 – 3.50 on Monday with 7 periods each of 50 minutes. On Tuesday to Friday it is currently 8.30 to 3.00 pm with 6 periods, each of 50 minutes. There is a 50 minute lunch break.

CONDITIONS OF SERVICE

Employment is subject to a number of pre-employment checking procedures – these are given below.

Pension Scheme

Support staff, whether full or part time, will automatically be a member of the Local Government Pension Scheme Pension Scheme unless they elect to opt out. This is a contributory scheme.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email Gill Newton, Human Resources Manager, 020 8467 2280 ext 359; gnewton@bullerswood.bromley.sch.uk.
- iii. Complete the application form **as fully as possible**. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet
- iv. In section 10 Letter of Application, please tell us
 - o Why you are applying for this post
 - o How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description

Send your completed application form by fax, email (if downloaded from our website) or through the post to:-

Mrs Caroline Sharp
Human Resources Administrator
Bullers Wood School
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ
csharp@bullerswood.bromley.sch.uk
Fax: 020 8467 9054 (Confidential)

Please send your application to reach us by **Friday, 6th July 2018 - 9.00am**

In the interests of economy, receipt of your application will only be acknowledged if you send a stamped addressed envelope or ask for an acknowledgement by email. Alternatively please ring Gill Newton.

If you do not hear further from us, then you may assume that your application has been unsuccessful on this occasion but we should like to nevertheless thank you for your interest in working at Bullers Wood.

Please note that it is our policy to hold on file for some time applications that have been unsuccessful in order that if another vacancy arises for which you may be suited, we can contact you. If you do not wish us to retain your application, you should please advise us to this effect.

Appointment Process

- i. Suitable applications will be shortlisted for interview within the first week (although sometimes it can take two weeks) after the closing date.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
- be given a tour of the school
 - have an opportunity to meet with members of the department
 - normally be expected to conduct a short task
 - Have an interview with at least two senior members of the school.

Pre-employment Checks

The successful applicant will be required to:

- Provide details of two referees who know you in a professional capacity, one of which must be your current or most recent employer. It is our usual policy to take up references **BEFORE** interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Undertake an enhanced Disclosure and Barring Service check, including List 99 check, and receive clearance. ***Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.*** It is therefore important that if you ever had any conviction, that you declare it in your application in the appropriate section.
- Complete a Medical Declaration and receive fitness to work