



# Recruitment Pack

Tees Valley Education

## Personal Assistant to the Executive Team

Job Ref: TVE066



---

**TEES VALLEY**  
**EDUCATION**  
[www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk)

---

# WELCOME LETTER FROM THE TRUST



**TEES VALLEY**  
**EDUCATION**  
[www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk)

Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley Education firmly believe that excellence is a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Trust operates in an atmosphere of honesty and integrity as well as our deliver on our diamond standards of: commitment, care, courage and curiosity.

As a Trust, we are committed to giving all of our staff both skills, CPD and collaborating necessary in order to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be able to contribute this growing Trust and its strategic partners.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully and take the time to visit the 'central' team in order to fully appreciate the collegiate working practice. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

**Katrina Morley**

Chief Executive Officer and Executive Head Teacher of Pennyman Primary Academy

## Personal Assistant to the Executive Team

Tees Valley Education



TEES VALLEY  
EDUCATION  
[www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk)

**Status: Permanent**

**Hours: 37 hours per week, Full time/whole time**

**Salary: £22,625 – £26,735 (scale 24 – 29 dependent on skills and qualifications)**

**Reporting to: CEO**

The Trust wishes to appoint a Personal Assistant to the Executive Team to join the central administration team. This new role will play a fundamental part in the Trust's growth and development.

You will be reporting to the CEO and Trust Business and Resource Manager.

Duties will include:

- Proactively managing the Chief Executive Officers diary, accommodating regular complex changes in her schedule and pick up diary conflicts so that key deadlines are met and responsibilities fulfilled as efficiently as possible
- Significant Trust wide Project Management
- Support to the executives, including Chair of Trust Board

You must have excellent organisational skills with the ability to prioritise workload, working to challenging deadlines and anticipate requirements in advance. You will have significant administrative experience at a senior level and it would be desirable if you had a knowledge of the educational landscape and or experience within the educational sector. You will have the ability to maintain strict confidentiality, excellent interpersonal and professional skills with a proven ability of working successfully within a team.

In return, we can offer you the opportunity to join a highly committed and developing Trust team with an incredibly strong inclusive ethos and whom are fully committed to your ongoing professional development.

If you wish to apply, then please make sure that you complete a letter of application, showing how you demonstrate all the characteristics in the job description, person specification enclosed with the pack and why you are suitable for the post. Please do not attach a curriculum vitae; we will only consider information completed as part of the application form.

Letters of application must be addressed and submitted to Mrs Emma Chawner, Trust Business and Resource Manager, Tees Valley Education, Fulbeck Road, Middlesbrough TS3 0QS.

If you have any queries about the application process or the position contact Emma Chawner on 01642 221156.

**Visits to the Trust are actively encouraged for this role as relationships with key stakeholders will be crucial. They can be arranged during the period of this job advert excluding w/c 24 December to 6 January, as the Trust is closed.**

**Closing Date:** Thursday 10 January 2019 at 12pm

**Shortlisting:** Thursday 10 January at 2pm

**Interview Date:** Tuesday 15 January 2019

## JOB DESCRIPTION – PERSONAL ASSISTANT TO THE EXECUTIVE TEAM

To provide a high level of flexible leadership administration support to the Chief Executive Officer and Trust Executive team. Taking a lead role in the development, design, organisation and monitoring of support systems, procedures and policies under the direction of the CEO/Chief Finance Officer (CFO). Effective liaison and communication between internal and external stakeholders.

- Work with all members of the Executive and Senior Trust team to plan and organise events, conferences, evaluation and training days including preparing rooms, arranging catering and welcoming visitors
- Support significant Trust-wide project management under the direction of the Trust SLT including liaising with HR/Solicitors and other appropriate stakeholders
- Matrix manage a group of teams including internal and external stakeholders as required
- Proactive management of the Chief Executive's diary and ensuring important tasks and deadlines are responded to in a timely manner.
- To review e-mails and ensure that appropriate items are passed on, sharing relevant information with the Trust SLT as required.
- Acting as a first point of contact for the CEO: dealing with correspondence and phone calls
- Respond to communications on behalf of the CEO, signposting queries and issues to initiate appropriate action in order to ensure a timely and professional response
- Managing diaries, organising meetings and appointments
- Booking and arranging travel, transport and accommodation
- Prepare monthly expense claims for CEO
- Assisting the CEO with personal arrangements as and when required
- To support CEO and Executive leadership team with drafting reports, correspondence and presentations as appropriate using data and research.
- To analyse and interpret performance management data including KPIs as appropriate
- Work in a politically sensitive environment and working to a high level of confidentiality and efficiency.
- To have the ability to communicate with senior members of government including DfE, ESFA, Regional Schools Commissioner and OFSTED
- Work in conjunction with the Governance Team regarding Trust arrangements including maintaining Trust induction packs, updating the Trust website, clerking meetings as appropriate and liaising with Academies Ambassador and National Governance Association
- Respond to Trust complaints as directed by the CEO/CFO
- Work with all members of the Executive and Trust SLT to develop and improve systems, policies and initiatives in line with the trust development plan
- Support the CFO with developing, maintaining and implementing Trust policies, procedures and administrative systems
- Prepare agendas, attend and record minutes for meetings as directed by the CEO
- Prepare and track actions and follow up on outstanding actions in advance of meetings
- To maintain records including using PS Purchasing to raise purchase requisitions
- Undertake general office duties e.g. typing, filing, faxing, photocopying and scanning
- Liaising with staff, parents, local government, Trustees, a variety of external and internal stakeholders
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge
- To actively contribute to the promotion of the Trust and take a leading role where necessary and appropriate
- To create and maintain staff contract and personal files, including gathering and maintaining confidential information and carry out security checks (e.g. DBS)

## GENERAL

- Comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and equality. Reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Comply with data protection requirements in all working practice and maintain confidentiality, as required.
- Any other duties consistent with the grading of the post.
- The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the academy's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the academy, s/he must report any concerns to his/her Line Manager or the academy's Child Protection Officer.

The job holder may be required to undertake additional duties as could be reasonably required.

The job holder may be required to work across the academy group, including for Trust wide initiatives.

The job holder may be required to undertake additional training.

**PERSON SPECIFICATION  
PERSONAL ASSISTANT**

<b>QUALIFICATIONS</b>	<b>Office use only</b>
GCSE Grade C or above in English and Mathematics	E (1)
Recent, relevant experience in a similar role	E (2)
Full clean driving licence	E (3)
Graduate	D (1)
Qualified to at least A level standard or equivalent experience/qualifications	D (2)
Relevant clerical, administration or customer service qualification	D (3)
Project Management Qualification	D (4)
<b>Experience</b>	
Significant administrative experience at a senior level	E (4)
Significant experience working at strategic level and meeting deadlines	E (5)
Previous Supervisory responsibility including the monitoring of performance and development	E (6)
Proven experience of communicating with local government officers, politicians, civic servants and educationalists.	E (7)
Evidence of using Microsoft Office software e.g. Word, Excel, Powerpoint, Outlook (e-mail) together with excellent keyboard skills	E (8)
Experience of establishing and maintaining a range of management information systems including diary management	E(9)
Knowledge of Data Protection requirements and understanding of confidentiality	E (10)
Experience of clerking and minute taking	D (5)
Experience of giving advice and guidance on policies/procedures to Senior staff	D (6)
Experience of policy/procedure development and implementation	D (7)
Experience of working in an educational setting	D (8)
<b>KNOWLEDGE, ABILITIES AND SKILLS</b>	
Highly organised and able to prioritise daily workload, to tight and changing deadlines, anticipate requirements in advance and the ability to multitask with minimum supervision	E (11)
Able to work quickly with a high level of accuracy and attention to detail	E (12)
The ability to be proactive and use own initiative as appropriate	E (13)
Excellent interpersonal and professional skills and proven ability to work and build good working relationships remotely with the CEO	E (14)
Ability to be flexible and easily adaptable to a range of demands/needs	E (15)
Excellent written and verbal communication to a range of high level audiences using a variety of mediums and to draft correspondence on behalf of the CEO	E (16)
Able to communicate well with staff at all levels of the organisation and work as part of a range of teams	E (17)
Ability to work with all members of the Executive and Senior Trust team to proactively arrange regular Trust meetings mapping out complex cross diaries a term/year in advance	E (18)
Ability to recognise political urgency/sensitivity of e-mails/phone calls in order to alert the CEO or appropriate person in a timely manner	E (19)
Discretion and trustworthiness: able to maintain strictest confidentiality and integrity at all times	E (20)
Ability to learn company specific software e.g. SiMs, Every, PS Purchasing	E (21)

Ability to be able to present information in a logical and systematic manner and to interpret figures with skill an understanding	E (22)
Numerate with good analysis skills	E (23)
Able to organise, lead, motivate and train other staff	E (24)
Ability to act with tact and diplomacy	E (25)
Ability to be adaptable and work flexibly across the Trust including ability and willingness for travel	E (26)
Demonstrate personal and professional integrity, including modeling visions and values of TVED	E (27)
Have an awareness of the Educational landscape and its implications locally, regionally and nationally for planning meetings and the impact on the work of the CEO and Executive Senior Trust team	E (28)
Knowledge and understanding of educational software packages inc. management information systems	D(9)
<b>QUALITIES</b>	
Proactive, enthusiastic and has a positive mindset and attitude	E (29)
Friendly with a 'can do' and solution focused attitude	E (30)
Resourcefulness and creative to offer ideas to optimise and improve systems and structures	E (31)
Ability to work flexibly and co-operatively within a team	E (32)
A team player with a proven track record	E (33)

E – Essential

D – Desirable

**Important:** In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

## SAFEGUARDING CHILDREN

The Trust, and its academies, are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

*Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action*

*Working Together to Safeguard Children DfE 2018*

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

---



## EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust’s Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

### Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Candidates should be aware that all posts in Tees Valley Education involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered ‘not applicable’ if your duties have not brought you into contact with children or young people.

### Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

As part of the DBS application and as a form of identification, all candidates invited to interview must bring the following documents:

**Route 1** – 3 documents (at least 1 must be from Group 1, the other 2 can be from any group)

**Route 2** – 3 documents (1 from Group 2a and 2 from 2a or 2b, plus External ID check)

*One document must confirm the applicant’s date of birth and another confirm the current address. In addition to the above, if you are successful, you will be required to conduct an external ID check (this is an automated process completed online).*

**Route 3** – 5 documents (birth certificate and 4 other documents - 1 from 2a and 3 from Group 2a or 2b)

*One document must confirm the applicant’s current address*

Group 1 – Primary Identity Documents	
Current valid passport (UK or overseas)	Biometric Residence Permit (UK)
Current driving licence - photocard & counterpart (where applicable). (UK, Isle of Man, Channel Islands and EU – full or provisional)	Birth certificate – issued at time of birth (UK, Channel Islands – including those issued by UK authorities overseas)
Adoption Certificate (UK & Channel Islands)	
Group 2a – Trusted Government Documents	
Current driving licence - photocard (UK and overseas)	Current driving licence – paper (UK and EU)

Birth certificate – issued any time after birth (UK & Channel Islands)	Marriage/civil partnership certificate (UK & Channel Islands)
Fire Arms Licence (UK & Channel Islands)	HM Forces ID Card (UK)
<b>Group 2b – Financial &amp; Social history documents</b>	
Mortgage statement (UK or EEA)	P45/60 Statement
Bank/Building Society Statement (UK)	Council Tax statement
Credit Card Statement (UK or EAA)	Work Permit/Visa (UK)
Financial Statement, eg Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, eg child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Head Teacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), eg from the Department for Work and Pensions, the Employment Service, HMRC, Job Centre, Social Security, etc.	
ID validation must be attempted in order. If you are unable to validate via Route 1, move to Route 2, if unable to validate Route 2, move to Route 3.	

Failure to meet any of the above routes may mean that you will be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently the recruitment process.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

#### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

#### **General Data Protection Regulation**

Refer to our privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website: <http://www.teesvalleyeducation.co.uk>.

## HOW TO APPLY

To apply please complete the Tees Valley Education application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

### Applying:

Application packs can be printed directly from the Trust website [www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk). If you are submitting your completed application form by e-mail via [recruitment@tved.org.uk](mailto:recruitment@tved.org.uk), please be aware that the Trust cannot be responsible for any formatting anomalies when printing. Hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Mrs Emma Chawner:

**Tees Valley Education**  
**Pennyman Primary Academy**  
**Fulbeck Road**  
**Netherfields**  
**Middlesbrough**  
**TS3 0QS**

Visits to the Trust and/or our academies are encouraged and can be arranged by contacting Emma Chawner.

				
<b>Brambles Primary Academy</b> Kedward Avenue Brambles Farm Middlesbrough TS3 9DB Tel: 01642 210704	<b>Discovery Special Academy</b> c/o Kedward Avenue Brambles Farm Middlesbrough TS3 9DB Tel: 01642 248333	<b>Dormanstown Primary Academy</b> South Avenue Dormanstown Redcar TS10 5LY Tel: 01642 483696	<b>Pennyman Primary Academy</b> Fulbeck Road Middlesbrough TS3 9DB Tel: 01642 314750	<b>Wilton Primary Academy</b> Pasture Lane, Middlesbrough TS6 8DY Tel: 01642 453374

If you have any queries about the application process or the position please feel free to contact Emma on 01642 221156 or by email at [emma.chawner@tved.org.uk](mailto:emma.chawner@tved.org.uk).