



Durrington High School are seeking to appoint an
**Executive Assistant to the
Co-Headteachers**



Welcome to Durrington High School



Do you want to work in a great school with a brilliant team of staff and students? Is your core belief that all children are entitled to an excellent education, as this opens doors for them in the future? If so, read on, because we want to hear from you!

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1620+ students on roll in years 7 to 11. We have a strong and driven SLT and place a great deal of emphasis on recruiting and retaining excellent staff. One of only thirty three research schools nationally, this offers all of our staff (not just teachers) unparalleled opportunities for rich professional development. As a school we are committed to ensuring that all students go beyond their best. We are both relentless in our pursuit of excellence and immensely proud of our staff and students.

The candidate we are seeking may be a qualified teacher wanting a change or role or may be an individual with the passion and desire to make a real difference to the lives of young people in our community.

If successfully appointed you will join a hugely committed and very positive team of staff. You will work as part of this team to help every child succeed taking part in

rich professional development along what way.

Durrington High School has a truly comprehensive intake meaning no two days are ever the same! Every person who joins our team will appreciate the strengths and challenges this brings.

Everything we do do is driven by our core vision: ***“Going beyond our best through kindness, aspiration, perseverance and pride”***

If you:

- have values that align with ours;
- are proactive and have exceptional communication and organisational skills;
- thrive in a busy environment always maintaining high standards of work;

We want to hear from you now!



Chris Woodcock
Co-Headteacher



Shaun Allison
Co-Headteacher

The Role

Executive Assistant to the Co-Headteachers

This is a great opportunity for an experienced and skilled individual to join our team at an exciting time of development for the school and trust. The Co-Headteachers have been in post for almost two years and have established ways of working. We are keen to recruit a person who is quick to learn and able to adapt to different working styles; who can work independently with minimum direction; who thrives in a busy environment, is exceptionally well organised and can manage their time well in addressing changing priorities, without losing attention to detail. To be successful you will need to build good working relationships across the school and the trust. Key aspects of the role will include:

- providing exceptional and proactive support to the Co-Headteachers of Durrington High School in all aspects of their work enabling them to perform at the highest level;
- providing the highest quality of support as clerk to the local governing body, including maintaining up-to-date statutory governance records;
- providing efficient, professional and confidential HR support and advice to the Co-Headteachers and staff, responding to staff requests and maintaining effective systems to support people management processes and policies;
- ensuring all aspects of safer recruitment are adhered to at all times and being directly responsible for maintaining the Single Central Register;
- supporting statutory compliance processes, ensuring policies and school information is reviewed and published on the school website;

If you have what it takes and would like to find out more about this exciting role and our future direction of travel please do get in touch with Aggie Gemel by email agemel@durring.com

We look forward to receiving your application.

Package

Responsible to: Co-Headteachers

Salary Grade: DMAT Grade 8 scale point 20-24 (£30,560-£33,315) pro rata.
Actual Salary; £27,034 (£2,252 per month gross) - £29,471 (£2,455 per month gross) depending on experience and impact in current role.

Working pattern: You will be expected to work between 8:30am-4:30pm Monday to Thursday; 8:30am-4:00pm on Friday; term time only inclusive of INSET days + 5 agreed days in school holidays (46 weeks); 2 of these days will be in August (results days).

All staff are expected to attend our Open Evening which is calendared in advance.

The governance meetings are also scheduled in advance and held 6 times in a school year at 5-7pm; you will be able to arrange time off in lieu for these.

Job description

This job description is a reflection of the present requirements for the post and is subject to review and alteration in detail and emphasis at any time, in light of future developments and changing business needs.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping all children and young people safe
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of Trust and school policies and systems; particularly those in relation to safeguarding, behaviour and SEND

Administration

- Act as the first point of contact for the Co-Headteachers; responding efficiently, politely and effectively as an informed gate-keeper.
- Effectively maintain and manage the Co-Headteachers diary/meeting/hospitality arrangements; using understanding of school/trust and their priorities to make good judgements about urgency and appropriateness of requests; redirecting to other sources of help and advice as appropriate.
- Provide exceptional support to the Co-Headteachers in all aspects of their work. This will involve understanding the processes and policies, supporting in meetings, liaising and meeting, managing communications with staff and preparing reports and letters.
- Ensuring all policies and job descriptions are up to date and the school complies with DfE academy guidance.
- Draft letters, emails, documents promptly and accurately, ensuring follow up actions are completed on time.
- Excellent communications skills; using discretion and tact to ensure all stakeholders receive a professional response.
- Produce reports, policies, documents as required.
- Ensure strict confidentiality is maintained at all times; including the management of confidential documents and files.
- Part-take in managing the school central email during periods of school holidays - sharing onwards to key leaders any specific pressing issues.

HR support

- To carry out day to day general HR processing and record keeping, including recruitment, absence management (including absence insurance claims and occupational health referrals), contracts, flexible working requests, disciplinary, grievances and appraisal.
- To support the Co-Headteachers in all aspects of HR management by developing and improving HR systems using existing knowledge and research as required.
- To maintain and develop the quality of HR databases and personnel records.
- Support the staff absence management process as directed by Co-Headteachers/ Deputy Headteacher, including any onward referrals.
- Ensure application packs and adverts are accurate and posted online and then marketed effectively to ensure the best possible reach.
- Collate applications so shortlisting can take place efficiently.
- Ensure effective support is provided to all involved in recruitment to enable a swift response, always seeking to attract high calibre candidates.
- Ensure safer recruitment is adhered to, including placing and writing adverts and job descriptions, reviewing application forms, ensuring all pre-employment checks are completed prior to starting.
- Have lead responsibility for ensuring the appropriate processes and checks are in place to comply with visa and right to work regulations.
- To support new staff induction and probation reviews.
- Develop effective and productive relationships with external organisations.

- To be aware and advise the Co-Headteachers on any legal changes in relation to safer recruitment, employment legislation, new development and innovations in the HR sector; to maintain high standards and contribute to continuous improvement of service delivery.
- To seek information on cost effective benefits for employees and advise Co-Headteachers.
- Effective management of probation periods, staff leaving and exit interviews – keeping the Co-Headteachers informed of the operational aspects of this.
- To ensure all personnel records are up to date including pre-employment checks and data protection law is adhered to.
- Effectively liaise with the Finance leader to ensure all personnel matters are up to date and accurate.
- Have overall responsibility to ensure the Single Central Register is up to date and compliant at all times.
- Develop systems and controls for employee information in line with Information Governance standards, storage and retrieval needs.
- In busy times support with exclusion processes.

Meeting support (Co-Headteachers and clerk to the local committee)

- Planning a rolling program of meeting dates and times.
- Planning one-off events/meetings as required by the co-headteachers.
- Manage meeting booking, ensuring venues are fit for purpose.
- Communicating details of meetings to relevant staff.
- Organising IT e.g. Skype, zoom, webinars.
- Preparation of agendas, reports and papers; liaising with the Chair of the governors and board.
- Production and distribution of minutes/notes of meetings.
- Execution of key actions and follow-up actions delegated to others.
- Advising key leaders as appropriate.
- Regularly updating governance records on GIAS and the school website.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

How to Apply

Applicants are required to complete the application form and include a supporting statement explaining how they meet the essential criteria outlined below in the Candidate specification.

Please download the Google Doc application form and submit along with a separate Supporting Statement (as outlined in section 4 of the application form) by email to Aggie Gemel at agemel@durring.com or post to Durrington High School, The Boulevard, Worthing BN13 1JX.

Closing date for applications is 9am on Monday 15 April 2024;

The interviews will be held w/c 15 April and ideally, we would like the successful candidate to start no later than 22 May 2024 to ensure a handover from the current post-holder.

Candidate specification

Attributes	Essential	Desirable	How identified
Qualifications	Educated to A level equivalent; C or above at GCSE English and Maths.	Degree	Evidence will be taken from your application and certificates.
Personal drive and accountability	Personal presence, effectiveness and credibility to work with senior staff. Able to demonstrate significant impact within current responsibilities. Be able to maintain a high level of confidentiality at all times.		Evidence will be taken from your application, interview and references
Experience	Successful experience of working in a large, complex, fast paced and highly regulated environment as an EA. Good communication skills; including both verbal and written; tailoring style and approach dependent on the audience.	Working in a school. Experience of being a clerk to a governing body. Training will be provided for the clerking role if not experienced.	Evidence will be taken from your application, interview and references
Specialist knowledge	Proficiency in using Microsoft Office applications (e.g. Outlook, Word, Excel, Powerpoint) and the Google Suite of Apps	HR work GDPR DFE policy information Arbor MIS	Evidence will be taken from your application & interview
Delivering continuous improvement	Highly organised, with strong attention to detail. Ensure that knowledge and advice provided to Co-Headteachers and colleagues is always current and accurate.		Evidence will be taken from your application, interview and references
Impact and influence	Successfully able to de-escalate and resolve more complex and challenging situations.		Evidence will be taken from your application, interview and references
Resilience	Ability to provide continuous and high quality work even when busy.		Evidence will be taken from your application, interview and references

Safeguarding

Durrington High School is committed to the safeguarding and wellbeing of all our students. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the school. Staff are supported through regular training and are expected to adhere to the school's Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

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