

Recruitment Pack – PA to Head of The Rise School (Maternity Cover) Term Time + 3 Weeks (42 Weeks)

Closing date: Thursday 14th October 2021, 12 noon Interviews will take place week commencing 18th October 2021

Welcome to The Rise School - A Vibrant Learning Community.

Welcome to our school community. Our pupils are some of the most vulnerable children in society and we are passionate in our desire to see them blossom, experience success and develop confidence and strategies to overcome some of the challenges associated with their autism. We have two pillars that run throughout all our work: the academic and social progress of our pupils. These are of equal importance.

Vibrant

Our school is a vibrant place to work. We've got great facilities: a wellbeing garden, sensory room, soft-play room and a gym – which staff use too. Break and lunch times are opportunities to play and interact with our pupils, role-modelling our values.

Learning also takes place outside the classroom via frequent trips, camping, externally-led workshops, community trips and after school clubs.

Learning

Learning is at the heart of everything that we do at The Rise – we make the effort to make sure 'learning is irresistible' for our pupils and is equally underpinned by the principle of being evidence-informed.

Learning is central for staff too - you are encouraged to take proactive ownership of your CPD. There are many ways to develop yourself which of course include conference attendance but goes beyond also: borrow a book from the staff library in the staffroom, read the L&T bulletin and platform, access an online learning course, talk and observe colleagues. Recommendations of books to add to our library, or courses you think look interesting, are always welcomed.

Community

Team work is central to all our achievements at The Rise. You will find yourself part of a staff body who is empowered to be proactive and take their own initiative; are flexible and are willing to go above and beyond to support one another.

The sense of community is developed through our Wellbeing initiatives such as 'Secret Buddy' and Friday's 3-4pm slot where you can cultivate your wellbeing through learning something new or relating to your colleagues: we've had knitting, fitness, running, dance, relaxation, art sessions. Our community is strengthened by giving and receiving feedback to one another – it's how we all grow and develop. We support our families through half-termly 'Parent Meets' and socials.

Values

Our school values are Be Kind, Be Resilient, Be Proud. They were generated collaboratively and underpin our community. We explicitly teach, embed and celebrate these values, for example our kindness trees are growing outside each classroom.

The Rise is a very special place for children and young people to learn, thrive and be happy, hand in hand with our families. It's an equally special place to work.

We hope to welcome you to our team!

Our School: What pupils and staff have to say:



Our School: What staff have to say (Annual Survey – May 2019)

95%

feel able to manage their **WELLBEING**

98%

would **RECOMMEND**

The Rise as a work place

97%

feel they receive regular

FEEDBACK

98%

feel **PROUD** to work at The Rise

97%

feel **MOTIVATED**

97%

think The Rise is well **LED** and

MANAGED.



Our School: Finding Out More

We LOVE visitors and would absolutely encourage any potential applicants to come and see the school in action during the day. This is particularly relevant for mainstream candidates who might not be sure about making the switch to a SEND school (you definitely should!)

We are happy to host prospective applicants for a tour but appreciate that with covid, this may be more difficult for some. Please

do use the links below to get a better sense of our school.

http://www.theriseschool.com/ https://twitter.com/RiseSchoolUK

The Rise School Video – Who we are (2020)
The Rise School Tour with Head of School Helen (2020)
The Rise School Video – Oli's Tour: Values, Wellbeing (2018)

Ofsted Report (June 2017)



Job Description: PA to Head of The Rise School (Maternity Cover)

Job Band: Band 4 – Rise General Payscale

£26,791 – 32,017 (Actual)

Job Term: Permanent, Term Time + 3 Weeks, 42 Weeks

Purpose

To assist the Head of School so that they can effectively lead and manage the work of the school. To take lead responsibility for the secretarial and administrative work within the school.

Key Tasks & Responsibilities

Administration

- Liaise with the Head of School daily regarding the events of the day and follow up resultant actions.
- Organise the Head of School's diary and arrange appointments as and when convenient.
- Liaise with the Head of School regarding the weekly diary and sort out any ensuing issues ready
- for staff perusal.
- Liaison and building effective relationships with parents, Governors, Trustees, staff, local authorities, VIP
- visitors to the school, other departments and services of Ambitious about Autism and any other stakeholders.
- Filter telephone calls before passing them to the Head of School if it is deemed necessary.
- Make any telephone calls as requested by the Head of School and follow up any resultant actions.
- Make refreshments for the Head of School and/or visitors as and when reasonably required.
- To draft correspondence, and other documentation to the Head of School's specification.
- To deal with electronic mail, both incoming and outgoing, in a secure manner.
- Ensure that papers are given to the Head of School for the next day's meetings and that any
 instructions/directions are obtained prior to the meeting.
- Send any memos as required by the Head of School to staff.
- Undertake specific projects and tasks as directed by the Head of School, including the production or assistance in production reports and analysis where necessary.
- Send any documentation as and when required to Governors.
- Support the Head of School with statutory and local policy reviews in preparation for meetings.
- To assist in dealing with complex enquiries or difficult visitors to the school.
- To undertake filing, faxing, laminating, photocopying and reprographic work as required.
- Maintain and update accurate records on various databases within the organisation.
- Ensure all relevant paperwork needed for meetings are prepared and circulated in a timely and efficient manner, including power point presentations and hand-outs and invitations, providing the relevant support needed for both internal and external meetings.
- Provide any reminders regarding the daily routine and ensuring that all relevant staff know any important details.
- Update and monitor the school's social media accounts.

Exams Administration Support

- Deputise for the Exams Officer in their absence, including secure handling of confidential materials and meeting with any external inspectors.
- Responsibility for the administration and organisation of both public and internal examinations for the school and for the management and maintenance of associated school data.
- Responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams.
- Arrange for all internal and external examinations, including rooming, timetabling, deployment & management of invigilators and
 dissemination of information to staff, students and parents within awarding body guidelines and school policy, liaising with other
 staff as necessary.
- · Remedy any exam clashes and make appropriate provisions for students within awarding body guidelines.
- Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line
 with awarding body regulations.
- Check, pack and arrange the despatch of all external examination papers by relevant authorised means.
- Ensure release of exam results, deal with queries and requests for re-marks.
- · Manage the distribution of exam certificates.
- Standardised testing data administration (e.g. GL Assessments).

General

- Attend relevant school meetings as requested by the Head of School.
- Attend relevant training/school meetings as requested by The Head of School.
- Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head of School
- · Attend relevant training and take responsibility for own development
- Ensure the highest degree of confidentiality and data protection of all materials.
- Demonstrate a continual commitment to Safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms / Schools Trust Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials.
- Demonstrate a continual commitment to Safeguarding and promoting the welfare of children and young people.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head of School.



Person Specification: PA to Head of The Rise School (Maternity Cover)

The personal specification shows the abilities and skills you will need to carry out the duties in the job description.

Education Levels & Qualifications

• Secretarial qualification or equivalent experience

Specific Knowledge, Experience & Technical Skills

- Demonstrable and relevant experience of working as a PA/EA to a Head of School or Board-level Director in a fast paced environment
- Experience of the exam cycle and exam administration or willingness to learn
- Experience of developing senior level relationships and working with high profile networks
- Experience of setting up and managing administrative systems, policies and processes
- · Good IT skills Microsoft Office and particularly Outlook, email, calendaring, Excel, Word and PowerPoint
- Experience of using own initiative to plan, organise and manage own workload
- pre-empting opportunities and identifying potential issues or obstacles
- Maintain the highest level of discretion in managing confidential and sensitive matters

Personal Attributes

- The Ambitious about Autism Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Good appreciation of health and safety in the workplace, general data protection regulations (GDPR) and equal opportunities
- Ability in planning and organising as well as having attention to detail and completion of tasks whilst working under high workloads or within time pressure deadlines
- Excellent communication and interpersonal skills written and verbally and experience to adapt people style and approach as required
- Team player willing to work closely and cover for other School Administration staff, being
- sensitive to others workload and help without compromising own objectives
- Ability to establish rapport and respectful and trusting relationships with a range of stakeholders both internal and external.
- Judgement displaying sensitivity, diplomacy and tact when dealing with internal Stakeholders
- Seeks ways to streamline and increase efficiencies in policies, procedures and systems



Safer Recruitment

The Rise School is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

- **Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment this will depend upon the nature of the offence(s) and when they occurred
- **Short listing** Short listing will occur after 14th October 2021, with interviews taking place w/c 18th October 2021. Interview candidates will be asked to complete in tray exercises prior to interview. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.
- Reference checking References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided
- **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides The Rise School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.
- **Equal Opportunities** The Rise School is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.



COVID Security

The Rise School is committed to ensuring that we are a covid secure environment. You can read our full risk assessments here: https://theriseschool.com/families/latest-news/latest-information-for-families-regarding-coronavirus

We think that the interview process is much better in person, for both candidate and school. Therefore, please see below for some specific measures that we'll take in order ensure everyone's safety.

Lateral Flow Testing

Our staff and many of our pupils complete lateral flow tests twice per week.

We will ask you to complete a lateral flow before you arrive for interview.

Masks and PPE

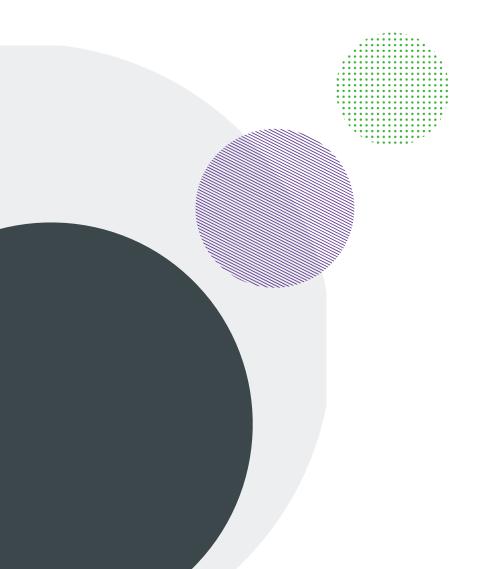
We expect staff (unless exempt) to wear masks in communal spaces and encourage their use in the classroom. Masks can be collected at reception and there is adequate supply of hand sanitiser.

Social Distancing

Our classrooms are set up to support 1-2metre social distancing wherever possible and there is a clearly defined space at the front of the room for the teacher to deliver from.

Equally, our staffroom and office space (for the interview) are all set up with 2m social distancing.





The Rise school is a vibrant, special school dedicated to educating pupils with autism ages 4 to 18.

Contact us

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- @riseschoolUK
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