



ASPIRE • SUCCEED • LEAD

**BRADFORD GIRLS'  
GRAMMAR SCHOOL**

*Co-educational up to 11, Girls only 11-16*



## **PA to the Headteacher and SLT**

**(Fixed term maternity cover, in the first instance)**

### **RECRUITMENT INFORMATION PACK**



**Salary information: Band 8, SCP 18-22**

**Contract term: Permanent, Term time only + 5 days**

**Working pattern: 37 hours per week, Monday to Friday**

**Actual Salary: £25,405 - £27,600 p/a**

**From: June 2024**

**Bradford Girls' Grammar School**

Squire Lane, BD9 6RB



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## **1. About Bradford Girls' Grammar School**

Thank you for the interest you have shown in the post of PA to the Headteacher and SLT at Bradford Girls' Grammar Secondary School. I hope that the information found within this pack and on our website will encourage you to submit an application.

The position is to cover maternity absence, in the first instance.

Bradford Girls' Grammar Secondary School is a heavily oversubscribed school of around 690 students, located in the outskirts of Bradford city centre.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

From establishment until 2024 the school has been an all-through school admitting students from ages 5-16. From this September Bradford Girls' Grammar School will officially separate from Lady Royd Primary School becoming an 11-16 Academy educating 690 wonderful young ladies.

There are many other strengths of the school; teaching quality is good across many subjects leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos.

Our school motto: Aspire, Succeed, Lead, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform.

Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then we welcome an application from you.

## **2. Bradford Diocesan Academies Trust (BDAT)**

Bradford Girls' Grammar School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

### **General Information and Background**

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 19 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is "to provide education of the highest quality within the context of Christian belief and practice." We strongly believe every child only has one chance at a good education.

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values, believing these are as appropriate and important to staff and students of all faiths (and to those without faith), as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdat or visit [www.bdat-academies.org](http://www.bdat-academies.org)

### **3. Information on the Post**

We are seeking a warm, motivated, and highly skilled Personal Assistant to work alongside our Headteacher and SLT at an exciting time in the school's history; where ambition has never been greater, development never more rapid, and prospects never higher.

This is an exciting opportunity for an existing PA, administrator or secretary who is seeking a role where they can make a genuine impact as a key member of an aspirational team.

As a Personal Assistant, you will work closely with the Headteacher to provide administrative support, usually on a one-to-one basis. As a key linchpin between governors, parents, and staff, you will provide an efficient and welcoming service, with true commitment to our school providing the highest standards possible to all our customers.

You will work closely with the Headteacher to help make the best use of their time by dealing with varied administrative tasks including maintaining diaries, arranging appointments, organising meetings, and liaising with staff. You will also lead school marketing and communications, to ensure our community is well informed of all our fantastic work and that we foster excellent public relations.

We are looking for a friendly, confident, and professional individual who has a strong secretarial or administrative background with proven organisational ability. You will have excellent communication skills and take pride in the presentation and accuracy of your work.

You will be pro-active with a high degree of initiative and the ability to multi-task and remain calm under pressure. You will be fully competent in using a wide variety of software packages. You will also have experience of implementing and maintaining procedures and systems and/or leading projects.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

#### 4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Friday 17<sup>th</sup> May at 8.00am**
- **Shortlisting of applications: Friday 17<sup>th</sup> May**
- **Interview date: w/c 20<sup>th</sup> May**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

## 5. Job Description

<b>Post Title:</b>	PA to the Headteacher and SLT
<b>Post Purpose:</b>	To provide comprehensive secretarial and administrative support to the Headteacher and SLT of Bradford Girls' Grammar School.
<b>Reporting to:</b>	Headteacher
<b>Salary/Grade:</b>	Band 8- SCP 18-22
<b>Main (Core) Duties:</b>	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide word processing and administration service to the Headteacher.</li> <li>• Ensure that correspondence, papers, and other material are produced to high standards of timeliness, accuracy, and presentation.</li> <li>• Utilise a wide range of computer software packages to produce high quality presentations, reports, correspondence, and other documentation on behalf of the Headteacher.</li> <li>• Act on own initiative and with minimum guidance, to undertake research and compile relevant briefing papers for the Headteacher.</li> <li>• Establish, develop, maintain, monitor, and review personal filing, record keeping and administration systems, whether manual or computerised</li> <li>• Ensure that the Headteacher's correspondence, papers, and other items are current, accessible, and secure.</li> <li>• Arrange travel and accommodation where required.</li> <li>• Meet and greet visitors.</li> <li>• Communicate with Parents/Carers and outside agencies where appropriate.</li> <li>• Manage the complaints process by liaising with the Headteacher and nominated investigating officer, ensuring compliance to policy and timescales, and ensuring effective communication and resolution.</li> <li>• Receive and direct incoming/outgoing mail and email and undertake acknowledgements. Prepare standard replies to correspondence. Progress and chase items to ensure prompt reply by staff and keep the Headteacher informed accordingly.</li> <li>• Welcome visitors, screen and prioritise telephone calls and incoming mail/email and reply directly or re-assign to others.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage the diary, schedule appointments, organise meetings and bring forward items of business which assist the Headteacher to prioritise activities make most effective use of time.</li> <li>• Prepare agendas, service meetings and take minutes as required, working in close liaison with other team members.</li> <li>• On occasions, undertake work outside normal office hours to meet the variable nature of workloads and deadlines including attendance at Senior Leadership Team meetings, Open Evening, Prize Giving and transition events.</li> <li>• Maintain positive public relations by producing press releases, photographing events, using social media, and maintaining the school website.</li> <li>• Publicise school events to the community via our communication channels.</li> <li>• Maintain the school website, ensuring compliance with DFE/Trust guidelines.</li> <li>• Ensure good communication with stakeholders through production of letters, use of texts, website etc.</li> <li>• Keep track of all school policies and prompt staff when reviews are required. Assist with the development of policies as required.</li> <li>• Liaise with governors, prepare documents, support meetings as required and liaise with the clerk.</li> <li>• Assist with production and analysis of school surveys.</li> <li>• Assist with supervision duties as required and in line with expectations of all staff.</li> <li>• Where necessary, contribute to the wider administration function of the school, assisting the administration team within the main office.</li> </ul>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Support the positive ethos of the school by acting in accordance with its values.</li> <li>• Provide support to staff and students throughout the day by responding to queries and acting on behalf of the Headteacher as required.</li> <li>• Liaise with parents and carers to help resolve their queries and maintain positive relationships.</li> <li>• Support the creation of an environment where students maintain positive behavior and attitudes to learning.</li> </ul>
<b>Wider Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection / safeguarding, equality and</li> </ul>

	<p>diversity, health and safety, ICT, security, confidentiality, and data protection, reporting all concerns to an appropriate senior person.</p> <ul style="list-style-type: none"> <li>• Comply with policies and procedures.</li> <li>• Develop effective professional relationships with others.</li> <li>• Maintain the confidential nature of information relating to the school, its students, parents, and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times.</li> <li>• Have up to date KCSIE knowledge</li> </ul>
<b>Physical Conditions</b>	<p>The post is based at Bradford Girls' Grammar School.</p> <p>The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request.</p> <p>This post is subject to an enhanced Disclose and Barring Service check.</p> <p>The school operates a non-smoking policy.</p>
<b>Prospects</b>	<p>Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.</p>
<b>Training</b>	<p>The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.</p>

**Statement:**

Bradford Girls' Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Dated: September 2023

## 6. Person Specification

<b>ATTRIBUTES</b>	<b>CATEGORY 1</b>	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
Skills	<ul style="list-style-type: none"> <li>• Excellent communication skills, verbal and non-verbal, to different audiences</li> <li>• Strong English grammar skills with the ability to write a professional letter with a high degree of accuracy and attention to detail.</li> <li>• Ability to use appropriate channels for maximum impact: e.g., social media, website.</li> <li>• Excellent IT skills: proficiency in Office products.</li> <li>• Ability to type efficiently and at speed.</li> <li>• Excellent time management, prioritisation, and organisation skills</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to work under own initiative.</li> <li>• Project leadership skills, managing others to achieve project completion to agreed deadlines.</li> <li>• Ability to collect, interpret, and analyse data, such as through surveys.</li> <li>• High standards and the confidence to model this to others</li> <li>• Commitment to high quality customer service</li> <li>• Willingness to contribute suggestions, work pro-actively, and support school improvement</li> </ul>	*  *  *  *  *  *  *  *	       *  *	A & I  A & I  A & I  A & I A & I  A & I A & I A & I  A & I  A & I A & I
Knowledge/ Understanding	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the educational environment.</li> <li>• Commitment to safeguarding.</li> <li>• Understanding of marketing and communications</li> </ul>	*  *	  *	A, I & C  A, I  A, I
Qualifications / Training	<ul style="list-style-type: none"> <li>• GCSE Maths &amp; English, grade C or above</li> <li>• Degree level qualification</li> </ul>	* *		A, C A, C
Behavioural and other related characteristics	<ul style="list-style-type: none"> <li>• Enthusiasm, determination, and high standards</li> <li>• Flexibility and a sense of humour</li> <li>• Belief in the value of others</li> <li>• Prepared to respect sensitive and confidential work.</li> <li>• Commitment to own personal development and learning.</li> </ul>	* *  * *  *		I I  I I  I
<b>METHOD OF ASSESSMENT(MOA)</b>		A = Application Form T = Test I = Interview C = Certificate		

## **7. Enhanced Disclosure**

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***

## 8. School Location and Travel Information

Bradford Girls' Grammar School

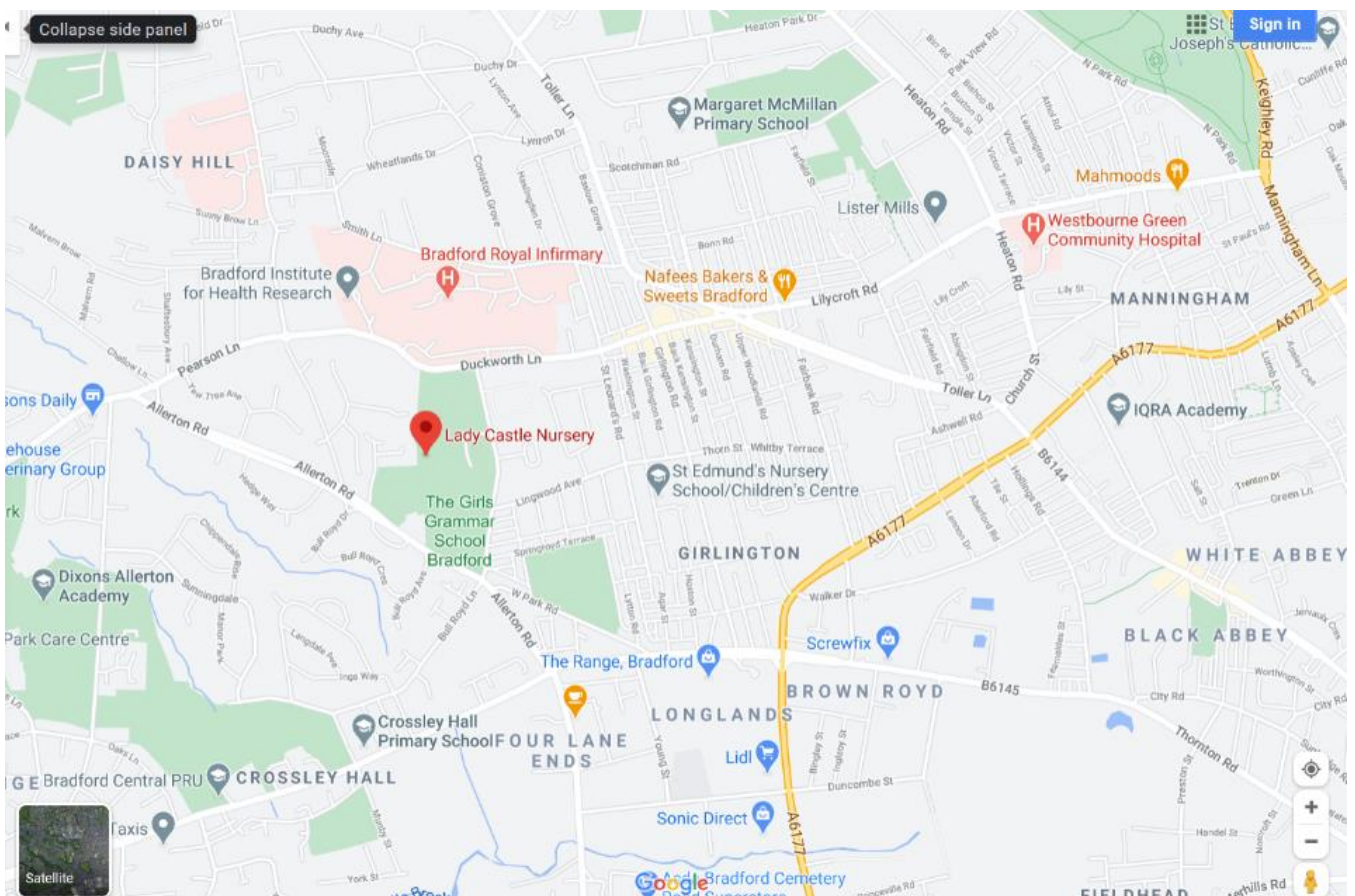
Squire Lane

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