



**King
Solomon
High School**



Information pack for candidates applying for the role of:

Headteacher's PA & HR support

Permanent, term time plus 2 weeks

Salary: LBR 7/8, Scale Point 23 – 26, £35,577 - £37,443 actual

Required: As soon as possible.



Dear Candidate

I am delighted that you are considering applying for the position of Headteacher's PA and HR support, at King Solomon High School. We are a unique and wonderful Jewish secondary school, set in the London Borough of Redbridge. Our school is inclusive, and our students come from a range of cultural and religious backgrounds.

I am seeking a PA & HR support assistant who can provide highly professional and confidential support, as I embark on my new role as Headteacher. This is an exciting opportunity for an experienced PA/HR administrator who is motivated,

strives for excellence and can use their initiative. In addition to carrying out a range of secretarial and administrative tasks, the ideal candidate will also be able to manage HR functions, such as staff absence procedures, the single central register, recruitment checks and the maintenance of all staff personnel files. As the school's newly appointed headteacher I am ambitious for the school's future, strive for excellence and have high expectations of staff and students. I am also passionate about equality, diversity and inclusion. The successful candidate will be keen to learn and they will be supported in fulfilling their own career potential.

Michele Phillips, Headteacher





History, ethos and values

King Solomon High School is a United Synagogue, orthodox Jewish school, who openly welcome students of all faiths and of no faith. The school opened in 1993 to meet the growing demand for Jewish school places in East London, Essex and the surrounding areas. We are a six form entry school and we also have a growing sixth form.

Our school values.

- Learning
- Community
- Charity

Our motto encompasses the school's Jewish ethos and values highlights our aim to develop every student as a rounded and grounded individual through a variety of learning and lived experiences, all infused with Jewish teachings and values. The King Solomon community experience shapes young people into informed, responsible and caring citizens.

If I am not for myself who will be for me?

If I am only for myself, who am I?

If not now, when?

(Ethics of the Fathers 1:14)



Behaviour, safeguarding & personal development

King Solomon High School has rigorous systems in place to support students in meeting our high expectations of behaviour.

- All students line up in the mornings and are collected by their form tutor. This promotes a calm and focussed start to the day.
- We operate a daily detentions system so that behaviour issues are dealt with on the day.
- We have a commitment to disruption free learning, and our on-call system ensures that a student who disrupts learning are dealt with swiftly.
- We have an extensive pastoral team to support students who need additional behaviour and/or wellbeing support.

Safeguarding and promoting the welfare of children is the responsibility of all staff. We have a strong culture of safeguarding and all staff are proactive in reporting any concerns about a student's welfare.

We promote positive mental health and wellbeing across our entire school community, including students, staff, and parents. We recognise the vital role mental health plays in the everyday lives and success of all individuals. Whilst we cannot always remove the challenges our students face, we can provide them with access to support to help them build resilience, emotional intelligence and coping mechanisms.



Curriculum and teaching



Curriculum intent at King Solomon High School

- We believe that learning changes lives and must be equally accessible to all.
- We believe that students should embrace the impact of service to others through charity and acts of kindness.
- We believe that every student should leave school with the skills and attributes to play an active and constructive part in the school, local and global communities.

Our students enjoy a broad and balanced curriculum. Currently our year 11 students study the following core curriculum, plus three option subjects.

- GCSE English Language, AQA (8 lessons per two-week cycle)
- GCSE English Literature, AQA
- GCSE Mathematics, Pearson Edexcel (8 lessons per two-week cycle)
- GCSE Combined Science or GCSE Separate Science, Pearson Edexcel (9 lessons per two-week cycle)
- GCSE Religious Studies, AQA (5 lessons per two-week cycle)

We are reviewing our curriculum for 2024-25.

For our key stage 3 curriculum, please see our [website](#).



Academic results

King Solomon High School is an academically successful school with GCSE attainment above national averages.

GCSE measure	% of students who achieved this measure
5 or more GCSEs, including English and maths at grade 5 or above	67%
5 or more GCSEs, including English maths at grade 4 or above	79%
Grade 4 or above in English & maths	72%

GCSE measure	% of all grades
7-9	27%
5-9	65%
4-9	78%



Reasons to work at King Solomon High School



Be part of the success story

- Having been judged as Requires Improvement by Ofsted in November 2021, staff will be part of the success story when we move to good and outstanding.

Ambition & excellence

- We are ambitious for every student and member of staff.
- We strive for excellence and to be an example of best practice in all that we do.
- We expect all staff and students to be the best they can be.

Staff and student wellbeing

- We are a caring and supportive Jewish community school.
- We have an early finish every Friday at 1.20pm, as part of our Jewish ethos and to promote a work life balance.
- We have a sensible approach to meetings and most meetings for main scale teachers are streamlined into a Tuesday.
- The school is closed on Jewish holidays.

Transport links

- We are a 4 minute walk from Fairlop underground station on the central line.
- We are well served by several bus routes and we have a staff car park.

Career development

- We are committed to inspiring ambition and to supporting staff in their career development.

The role



The role: Headteacher's PA and HR support

Contract: Permanent and full time (term time only, 38 weeks + 2 weeks in the summer holiday)

Hours: 36 hours per week, 8.00am – 4.00pm Monday to Thursday and 8.00am to 2.30pm on Fridays.

Salary: £35,577 - £37,443 dependent on experience

The PA will act as the Headteacher's first point of contact with people from both inside and outside the school. They will provide an essential link between the Headteacher and staff and make decisions as to the best point of contact for those wishing to meet or speak with the Headteacher. The PA will provide an essential leadership function which will ensure the school operates smoothly, enabling key leaders to be effective in terms of their organisation and time management. The PA will consult with the Headteacher about any proposed or recommended changes to procedures, prior to any changes being implemented.

Safeguarding statement

King Solomon High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and be familiar with the school's safeguarding policy. Child protection screening will apply to this post.

Equality statement

King Solomon High School is committed to equality of opportunity and values its diverse staff and student community. All staff are required to adhere to the school's equal opportunities policy. We have a zero-tolerance approach to discrimination, harassment and bullying.

Staff code of conduct statement

King Solomon High School has high standards and expects all staff to behave in a professional manner at all times. All staff are expected to adhere to the school's staff code of conduct policy.

Job description



Communication and administrative services

- Provide a complete administrative and secretarial support service to the Headteacher and members of the Senior Leadership Team including typing confidential, sensitive documents and taking dictation.
- Plan and manage the Headteacher's diary ensuring effective use is made of the Headteacher's time.
- Deal proactively with all incoming and outgoing correspondence to and from the Headteacher's office.
- Ensure that visitors and callers to the Headteacher's office receive an efficient, professional, approachable and welcoming service in line with the ethos of the school.
- Receive the Headteacher's incoming telephone calls and other messages. Respond on behalf of the Headteacher to routine enquiries and ensure that confidential and sensitive issues are dealt with in an appropriate manner.
- Prepare and process documents, reports and presentation materials.
- Plan and organise internal and external meetings/interviews ensuring the appropriate information, facilities and refreshments are provided and making travel arrangements if necessary.
- Ensure that the Headteacher is briefed in advance for all meetings with relevant correspondence and documentation emailed, printed and presented in a professional format.
- Prepare agendas, take notes at, prepare and distribute minutes of meetings swiftly.

- Liaise with the Local Authority regarding pupil exclusions; arrange Disciplinary Committee and Appeals meetings.
- Assist the School Business Manager across a range of school issues.
- Create and maintain the school's calendar.
- Keep the school's website up to date.

Personnel/HR

- Assist with whole school safer recruitment procedures.
- Oversee arrangements for the induction of all new staff as required
- Organise recruitment and advertising of vacancies within the school as directed by the Headteacher and School Business Manager, ensuring compliance with the Safer Recruitment Policy and obtaining appropriate DBS checks.
- Oversee arrangements for the induction of all new staff as required
- Maintain and update the school's Single Central Record in accordance with Ofsted requirements for safeguarding and ensure appropriate DBS checks are obtained.
- Check documentation issued by payroll provider for accuracy e.g. offer letters, statement of particulars.
- Ensure that personnel files are kept up to date with accurate documentation e.g. offer letters, statement of particulars, salary statements.



Job description continued...

- Ensure salary and expense claim forms are authorised and processed on a monthly basis.
- Monitor staff sickness and absence; provide timely reports to the SLT on staff absence. Produce weekly absence reports for payroll provider.
- Prepare School Workforce Census Return for submission to DfE.

General requirements of all staff

- Adhere to all school policies.
- Work cooperatively with colleagues and under the direction of your line manager.
- Seek support and guidance where needed.
- Always maintain confidentiality.
- Work to promote the safeguarding of all students.
- Promote equality, diversity and inclusion.
- Complete work to a high standard.
- Support and promote the vision of the school.
- Support the school's Jewish ethos.
- Attend school events as required.
- Keep up to date with development changes and legislation in relation to your role.

Review Arrangements

These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the School, national initiatives and statutory legislation. Consequently, the Headteacher will consult with the postholder at the appropriate time.



Person specification

Qualifications & experience

- At least a grade 4/C grade in English GCSE.
- Educated at least up to A-level or equivalent.
- Excellent command of the English language, both written and verbal.
- Proficient use of Microsoft professional packages (and/or Google packages).
- Experience as a PA or senior administrator in a busy professional organisation.
- Experience of HR and personnel systems, for example recruitment, safer recruitment checks, the single central register.
- Experience of providing professional services to range of people including students, parents, governors and staff.
- Experience of reviewing and setting up new HR, personnel and administrative systems.
- Experience of producing high quality reports and letters.
- An understanding of secondary schools and how they operate.
- A sound understanding of safeguarding in schools and how this would be relevant to PA/HR role.

Skills & attributes

- Ability to think strategically.
- Ability to delegate and manage teams effectively and efficiently.
- Ability to train, support and develop others.
- Ability to provide detailed analysis and evaluation.
- Ability to work proactively with attention to detail.
- Highly developed interpersonal skills including influential skills.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance.
- Ability to manage conflicting priorities, make decisions and resolve issues in potentially stressful situations.
- Ability to write high quality reports and make presentations to stake holders.
- Ability to work to high standards and with rigor.
- Commitment to equal opportunities.
- Commitment to the school's Jewish ethos.
- Commitment to improving the lives of children.
- Commitment to safeguarding.



How to apply

1. Complete the London Borough of Redbridge application form (CVs are not accepted).
2. Complete a personal statement of no more than two sides of A4 outlining how you meet the person specification. Please refer to each point of the person specification as this will be used for shortlisting purposes. You can use the space provided on the application form or complete this on a separate document.
3. Email your application form and personal statement to the Headteacher's PA, Swintzer Bowa sbowampembe1.317@kshsonline.uk
4. Deadline for all applications is 9am on Monday 11th December 2023.
5. Interviews will take place w/c 18th December 2023.
6. If you would like to visit the school or have an informal discussion about the role please contact the Headteacher's PA, Swintzer Bowa sbowampembe1.317@kshsonline.uk

