

# PA to the Senior Leadership Team - Term Time Only + 1 Week

**Start Date:** ASAP

## The BRIT School

An exciting opportunity has arisen to join the school's Senior Leadership Team as an PA. We are seeking to appoint a highly motivated and enthusiastic professional who will work in partnership with Senior Leadership Team

This position is a very important role within the organisation, and sits at the heart of the School's ability to realise its ambitious plans. We are looking for someone who has a clear passion for the ethos, impact and ambition of The BRIT School.

The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of academic subjects. It is sponsored by the British Record Industry and has a unique relationship with the creative industries.

The BRIT School runs a 5 Term academic year with some school holidays falling at different times to the usual Local Authority school breaks. Please see our website for further details of our term dates.

The BRIT School is committed to Equality, Diversity and Inclusion.



# Applicant Information Pack

**Closing date**  
**9am 12th August 2024**

**Interview date**  
**21st August 2024**

## Contents

- Message from the Principal
- Job Description
- Key Responsibility
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- Find Us
- How to Apply

## A Message from the Principal



Creativity is crucial to the future of our economy and society. For 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries where the raw talent of 14–19 year olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 99% of all students who have graduated find work in a huge range of creative industries, or enrol for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, “You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.” This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in black ink that reads "Stuart Worden". The signature is written in a cursive, flowing style and is underlined with a single horizontal stroke.

**Stuart Worden**  
Principal

## Job Description

<b>Job Title</b>	<b>PA to Senior Leadership Team - Term Time Only + 1 Week</b>
<b>Department</b>	Senior Leadership Team
<b>Grade</b>	Band 5 Point 19 - 24 £30,268 (£33,438 FTE) - £32,628 (£36,045 FTE)
<b>Hours of Work</b>	35 hours per week
<b>Contract Type</b>	Term time only + 1 Week
<b>Responsible to</b>	Director of Communications
<b>Responsible for</b>	N/A
<b>Job Overview</b>	<ul style="list-style-type: none"> <li>• Provide effective administrative support for Senior Leadership Team (SLT) members.</li> <li>• To manage competing priorities on behalf of assigned SLT.</li> <li>• To prioritise and support executive level work.</li> <li>• To maintain the confidentiality conditions required in a senior position.</li> <li>• To support SLT members in their interaction with all elements of the School community and the wider public, projecting a positive image of the School.</li> <li>• To undertake a range of project coordination responsibilities associated with the organisation.</li> <li>• To undertake a range of administrative responsibilities associated with the organisation.</li> </ul>

### Key Responsibilities

- Manage the up-keep and updating of records as required by SLT members from school systems, contributing to reviews of systems/records.
- Organisation of assigned SLT members' diaries and correspondence.
- Coordinate activity regarding student and staff welfare by liaising with students, parents, staff and outside agencies.
- Coordinate with all departments in the up-keep of highly confidential student files.
- Manage and oversee the regular tracking of relevant processes and projects relevant to specific SLT roles and responsibilities (OFSTED, INSET).
- Record, analyse and produce information, statistics, records, data, reports and certificates as requested.
- Establish good professional relationships with parents/carers, exchanging information, supporting home to school and community links.
- Establish good professional relationships and communication with outside agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Undertake general financial administration e.g. processing orders.
- Book Meetings, catering, conferences and travel for SLT members when required.

- Be the first point of contact for SLT members' with colleagues, trustees, people from external organisations and parents/carers.
- Collate & process whole school responses for designated SLT e.g. all staff, LLG, trustees & external agencies.
- Take and distribute minutes for assigned meetings chaired by SLT members.
- Liaise with students, parents and members of staff in relation to the assigned SLT responsibilities.
- Act as First Aid second responder.
- Act as a Fire Marshall/Deputy Fire Marshall in the event of an emergency if required.
- Attendance at relevant school and departmental meetings, including Inset, in/outside school.
- Attend meetings/liaise with professional groups outside school.
- To work some evenings during open days and whole school events for which time off in lieu will be given.
- To exercise a commitment to the school's mission statement and ethos, and all current school policies.
- Undertake any other duties or one-off tasks at the reasonable request of the Principal/SLT/Line Manager.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
<b>Education &amp; Training</b>	Qualification in administration	D
<b>Experience</b>	Proven ability of working in a PA/Administrative role	E
	Proven ability of working with the public	E
	Proven ability of working in an office environment	E
	Proven ability of supporting students in a school environment and liaising with staff, parents and outside agencies	D
	Confidence and Proven ability in working with a rich cultural mix of students aged from 14 to 19	D
	Proven ability in working with administrative IT Packages	E
	Proven ability of working with a database – Specifically data entry and retrieval.	E

**Knowledge, Skills and Qualities**

Excellent organisational and administration skills	E
Proven ability of working in a confidential environment	E
Proven ability in operating database systems	E
Excellent communication skills; face to face, on the telephone and on email at all levels	D
Proven ability in communicating at all levels with students, staff, parents and contacts in the community	E
Proven ability of working proactively and using own initiative	E
Excellent numeracy and literacy skills	D
Knowledge of safeguarding procedures and working with confidential information in a school environment	D
Knowledge of social care provision, benefits system for young people and services available outside of school environment that may support students' wellbeing	E
Excellent IT Skills with sound knowledge of all MS Office applications especially Excel & Mail Merge and Google Drive and Google Calendar	D
Knowledge of the following systems CPOMS, SISRA, Management Information Systems	

**Personal Qualities**

Friendly, patient, professional manner	E
Energy, enthusiasm, dedication and a commitment to the learning process	E
Excellent communication and collaborative skills	E
Flexibility and a willingness to undertake a wide range of tasks	E
A confident and welcoming manner when dealing staff, students, parents and members of the public	E
A commitment to the Schools mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.	E
Ability to use own initiative and work as part of a team	E
An empathy with use of the Arts in education	E
Genuine interest and enthusiasm for working with young people	E

Strong interest in pastoral care and prepared to go the extra mile to care for our students.

## Terms and Conditions

Availability	ASAP
Contract Type	Term Time Only + 1 Week
Hours of Work	35 hours per week
Salary	<p>The BRIT School Pay Scale Band 5 increment points 19-24</p> <p>Band 5 Point 19 - 24 £30,268 (£33,438 FTE) - £32,628 (£36,045 FTE)</p> <p>Appointments will be made to the first point of the grade.</p> <p>Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.</p>
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.
DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
Probation	The post has a six months' probationary period.
Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

## Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive complimentary tickets a show of your choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £50 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a>
Pension	Support Staff are automatically enrolled in the Croydon Council Pension Scheme.
Counselling Service	The BRIT School offers a free in-house counselling service.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	<b>Library</b> – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.



# About Us

## School Overview

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole lot more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAS and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

## Our Mission

To prepare young people for careers in the creative and performing arts.

## Our Values

- Original
- Responsible
- Ambitious
- Inclusive
- Kind

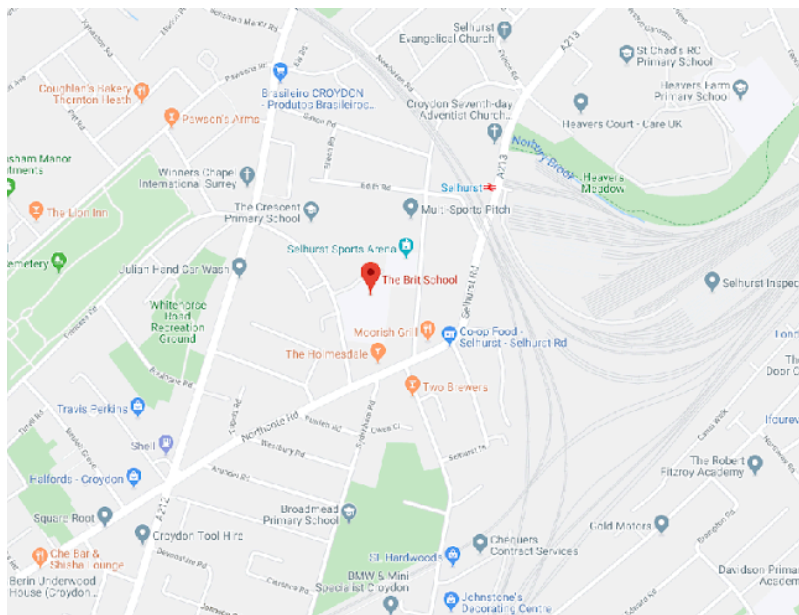
## Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

## Location

The BRIT School is located in Selhurst, Croydon (Greater London).

60 The Crescent, Croydon CR0 2HN



## How to Apply

To apply, please request an application form [here](#).

CV's without an application form cannot be accepted.

**Closing date**  
**9am, 12th August 2024**

**Interview date**  
**21st August 2024**

The interview will consist of 3 parts, a formal Interview, a role related test and a tour of the school.

Prior to taking up the post an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1400 14 – 19 year old students Britain's leading state-funded school for the performing arts.

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website [www.brit.croydon.sch.uk](http://www.brit.croydon.sch.uk)

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.