

PA to the Headteacher
Grade 5 (pro rata salary £21,401 - £26,347 per annum)
37 hours per week, term time only plus 1 weeks (39 weeks)

Are you looking to join a transformational team who are passionate about providing an outstanding experience for all our students? We have an exciting opportunity for you to work closely with the Headteacher and wider staff to support our students to achieve personal and academic success. We are looking for an outstanding, committed and motivated candidate with exceptional interpersonal skills who wants to make a difference in the world. (Your experience and qualifications are far less important than your drive, determination and core skills).

Barr's Hill, part of The Futures Trust, is an 11-18 inner city school in the heart of Coventry. Our diverse student population is one of the many strengths of the school. At Barr's Hill School everything we do is focused on students and learning. Our academic results are some of the strongest in the country, Ofsted judged us 'Good' in all areas in 2018 but we are restless and want the best for our students. We believe are an outstanding school. We are looking for highly motivated colleagues to take us to the next stage and be part of the ongoing rapid improvement of all that we do. We believe that we can transform the life chances of our young people... Building Brighter Futures.

The Futures Trust is passionate about building brighter futures for the young people who attend its schools, and is a successful Multi Academy Trust driven by a set of compelling values:

- 1. Students First** – students, staff, leaders, governors and trustees totally focused upon the educational benefit of our students within a safe and supportive environment
- 2. It's about learning** – students, staff, leaders, governors and trustees totally focused upon developing and improving learning underpinned by harmonious and trusting relationships
- 3. No Barriers** – no excuses, only support to ensure students, staff, leaders, governors and trustees maximise the academic achievement of students whilst enabling them to develop and flourish as well-rounded individuals

The successful candidate will be an energetic hard-working individual with an ability to work with pace and accuracy on multiple fronts. This is an exciting time to join Barr's Hill School and the Futures Trust; The school intends to be the best, the ongoing improvement journey is based on clear values and a vision for exceptional learning. A tenacious and innovative candidate will thrive in this environment and will be offered plentiful opportunity for further progression and to effect real change to make a difference to students and the school. The school fully funds further professional development courses for colleague and offers a range of high-quality in-house development programmes and opportunities. We are committed to the continuing professional development of all our staff.

Employees of the Trust have access to:

- Supported and funded professional development up to and including Masters level study
- The Local Government Pension Scheme
- Occupational Health Services
- 'Viveup' – employee benefits scheme
- Competitive rates of pay
- Online discount at retail, travel, theme park and leisure providers
- Family friendly policies
- Career pathways across the Trust

Closing date: Monday 23rd January 2023 at 9:00am

Interview date to be confirmed.



Please be aware that we reserve the right to close this vacancy prior to the published closing date.

Please note that all applications must be received on an application form. We do not accept CV's. Applications should be returned to recruitmentadmin@thefuturestrust.org.uk

Barr's Hill School and The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and social media check.