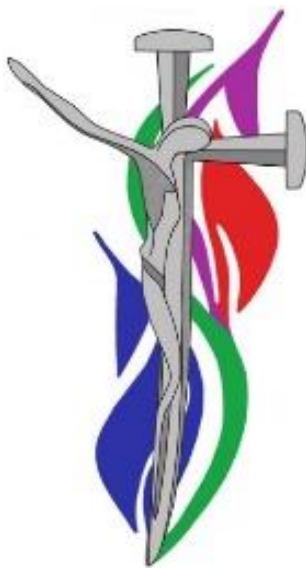


Holy Cross Catholic Multi-Academy Company



Achieving together in faith

Personal Assistant/Administrator to the Catholic Senior Executive Leader, Holy Cross Catholic MAC

Application Pack

June 2021





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Dear Candidate

Thank you for your interest in the position of **PA/Administrator for the Catholic Senior Executive Leader** at Holy Cross Catholic Multi Academy Company (MAC). We hope the information provided will encourage you to seriously consider becoming part of our Multi Academy Company.

Holy Cross MAC was formed in September 2019 when 5 catholic primary and 2 catholic secondary schools in Coventry joined together. The Holy Cross Catholic MAC has over 4,000 pupils and employs over 450 staff across our seven schools – all of which are very popular and highly successful.

The Board of Directors of the Holy Cross Multi Catholic Academy Company are seeking to appoint to the post of Clerk Administrator to the Board. The successful candidate will support the governance and administration of the Multi Academy Company and will need to be prepared to work across all schools and to attend meetings in the evenings during term time.

This is an important role within our MAC and the successful candidate will work closely with the Chair of the MAC Board, the Central Team, school headteachers and Chairs of Local Governing Bodies within each school. This role is an exciting opportunity to make a positive contribution to the work of the MAC Board in their drive to deliver outstanding education for children and young people within Holy Cross Catholic MAC.

For the right candidate, this post will be an extremely rewarding experience, an opportunity to really make a difference and to help support the MAC leadership into the next exciting phase of its development.

For further details about the schools please visit the Holy Cross MAC website
<https://www.hcmac.co.uk>

Application forms and details regarding the post are available from Holy Cross Catholic MAC website at <https://www.hcmac.co.uk>. To discuss the vacancy informally please contact Marina Kelly (Catholic Senior Executive Leader) by email: marina.kelly@hcmac.co.uk.

We look forward to receiving your application.

Yours faithfully

John Teahan
Chair of the Board of Directors





Holy Cross Catholic MAC

Motto

Achieving Together in Faith.

Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

Aims:

- H High aspirations for all
- O Outstanding education - To create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance
- L Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do
- Y Young people – who are resilient and make a positive contribution to their diverse and changing communities
- C Community - strengthening and nurturing the Catholic life of our schools
- R Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community
- O Optimising our resources to realise best-value by sharing assets and using economies of scale
- S Standards - To maintain the highest quality of Catholic education by ensuring accountability at all levels
- S Service to God by serving others in our school and local communities and national and international communities in need.





A MESSAGE FROM THE CATHOLIC SENIOR EXECUTIVE LEADER

Marina Kelly

Thank you for your interest in joining Holy Cross Catholic Multi Academy Company, formed in September 2019 when five catholic primary schools and 2 Catholic secondary schools in Coventry joined together, Holy Cross Catholic MAC is founded on our shared Gospel values of compassion, integrity and service to others. In addition we are united by our city and are proud to work in a city that is recognized internationally for its work on peace and reconciliation. These values underpin our strategic plans and are demonstrated in our daily operations as we work to improve the educational outcomes for our children and young people, support their pastoral needs by working closely with their families and live out our faith through charitable commitment to our communities. Our family of schools is committed to working together to provide the highest quality of Catholic education to the communities we serve. Furthermore, we seek to secure an ethos of, respect and love in which children, young people and adults alike can fulfil their potential as children of God.

We welcome applications from professionals who are committed to this vision. We create opportunities for staff to deepen their own personal faith and spirituality. We nurture a culture of rich and inclusive Catholic life both within our schools and in our families and local parishes. It is a privilege to serve this vibrant, faith filled learning community as the Catholic Senior Executive Lead. Along with the dedicated Central MAC team, we are working together to shape this new educational landscape to secure and protect Catholic education for generations to come. I am committed to creating an inspirational and inclusive organisation, which provides opportunities for all to develop, grow and improve.

I look forward to welcoming new colleagues and all they may contribute to our schools *"Achieving together in Faith"*.





Holy Cross MAC Central Team

The Holy Cross MAC has a small Central Team Including:

Catholic Senior Executive Leader (CSEL)	Marina Kelly
Chief Finance and Operating Officer (CFOO):	Martyn Alcott
Finance Manager (FM):	Debbie Hetherington
Finance and Admin Officer (FAO) :	Carrie Page
Project Manager:	Jocelyn Parry
Information Technology, Communication and Compliance Manager (September 2021)	Chris Connoll

The team work together to ensure that standards in our schools and finance and compliance strategies support the educational aims and objectives of the MAC. With a wealth of experience, we provide essential services to all academies within the MAC and work together on shared projects. This allows our senior leaders across the MAC to focus on providing the best outcomes to their pupils.

Our central team provides comprehensive support to our schools in areas of school improvement, estates, policy and governance, capital investment spending and finance. The team also provide regular reporting to individual schools, Local Governing Bodies and the MAC Board.





Holy Cross Catholic MAC

Our Schools





Bishop Ullathorne Secondary School



At Bishop Ullathorne Catholic School, we recognise the uniqueness of each child and the need to build upon the firm family Catholic values established in the home and in our partner primary schools. Our mission as a Catholic school is to be an active Christian community of love and service where all feel they belong and are valued. We believe strongly that each child has a right to excellence and to be actively encouraged to be the person God wants them to be.

Working together, we enable our students to recognise and to have confidence in their own abilities. It is important to us to raise the aspirations of each of our students and provide them with the love and support to grow as the very special person that they are. We focus on rounded development: spiritually, morally, socially, physically and academically. Every member of our school community is valued and their sense of belonging is paramount. Whilst great emphasis is placed on each student's academic achievement, we also foster traditional values. Our students' sense of belonging at school contributes to our sense of community in a happy supportive atmosphere. Hard working, caring and sympathetic staff work in partnership with parents to ensure that every child's secondary school career is enjoyable and successful.

Our outstanding Catholic school has a long-standing record of high quality education and academic excellence. Student achievement is a continued strength at both key stage 4 and key stage 5. All progress and attainment measures significantly exceed the national averages. Each member of our school community is highly valued.

We are guided daily through our own expectations, known as the Ullathorne Way. This calls us to be:

- Compassionate
- Faith filled and Prophetic
- Attentive
- Eloquent
- Curious and Wise
- Grateful



Only by extolling these virtues can we show the love of Christ in our daily actions and grow to be our true self.





Our school is named after one of England's foremost Catholics, the Blessed John Henry Newman and we are very proud to be associated with his love of learning and his strong commitment to providing the best pastoral support for those in his care.

Our mission statement "Knowledge through the light of faith" is at the heart of all we do and we endeavour to make known to every student that they are made for greatness because they are a child of God and are uniquely created and loved by God.

Every student is called to live out the gospel values by loving God, others and themselves and by being prepared to always do their best and be the best person they can be.



We insist on the highest standards of behaviour, uniform, attitude to learning and respect for one another and the environment. By providing a traditional, yet broad and balanced curriculum for all our students regardless of ability and background, we are able to recognise and develop individual talents and interests including academic, creative and sporting provision that is appropriate for every child from our special needs students to our Oxbridge applicants. We also have a varied extra-curricular activities

programme that includes a wide variety of clubs as well as day and residential visits to enhance each student's learning experience.

We are blessed to have an amazing staff who work tirelessly for our students so that they are given every opportunity to fulfil their true potential and we pride ourselves on excellent relationships, where we work together to form a happy, loving and caring community, based on clear boundaries, accepted values and high expectations.

We are very proud of our successes and our GCSE results in 2018 placed us as one of the highest performing secondary schools in both the Diocese and Coventry Local Authority. As we prepare for the 50th anniversary of the opening of our wonderful school in September 1969 we are determined to continue to improve to meet the needs of our students in an ever-changing world and we are confident that we will achieve our vision, which is simple: to become an outstanding catholic school in all we do.

At Cardinal Newman we want for our students exactly what you want as parents – the best and nothing but the best.



Christ the King Catholic Primary School



Christ the King Catholic Primary School provides an excellent, Christ centred education through inspirational teaching and empowerment of all pupils to reach their full potential spiritually, intellectually, physically, socially and morally, in a happy, caring, stimulating environment promoting self-esteem and confidence. Our school offers all-through primary education for 420 pupils, complemented by 52 nursery places.



Our teaching philosophy is centred on an environment of mutual respect where the staff, the pupils and the whole community work together for the common aim of educating to achieve the highest standards of competence and ability and to be responsible and worthy citizens of the world.

The diverse backgrounds represented by our pupils and staff contribute to a rich learning environment where the communication of knowledge is informed by professional expertise and personal experience. A differentiated teaching programme delivers the curriculum at the rate appropriate to the individual child.

We aim to develop and extend every pupil to enable them to achieve their full potential, irrespective of academic ability or social background. Our curriculum encompasses the widest range of concepts, attitudes, skills, responsibilities and cross-curricular issues relevant to a pupil's life in its widest perspective.



The school offers a wide range of sporting and artistic activities to complement the core academic expectations of the National Curriculum.

Our pupils make excellent academic progress, and impressive results are achieved on the sports field and in the arts arena.





St Augustine's Catholic Primary School



St Augustine's Catholic Primary is located in the heart of Radford in Coventry. We are a happy and vibrant two form of entry school with a Nursery. As a school we aim to work in partnership with parents, guardians, the parish and the Academy family of schools to support our children and families on their journey of Faith. As part of the family of God we work hand in hand.

'To listen to God's call, to learn from God's word and to share God's love through service.'



Our extensive grounds include a Forest School site which is used to develop a range of skills with pupils, a Thrive nurture room, a sports Muga and counselling facilities.

Our staff here are committed to working together to support our children to be the best they can be spiritually, morally, academically, mentally and physically. We aim to provide a broad and balanced curriculum that will both engage and educate our pupils shaping them into caring future disciples and knowledgeable, responsible citizens.





St Elizabeth's Catholic Primary School



St Elizabeth's is truly a special place, a happy place where staff, parents, governors and children work in harmony together. The school has developed an individual identity since its creation over 100 years ago which combines the best of traditional educational values with a modern vibrant vision.

At St Elizabeth's we pride ourselves on celebrating the cultural diversity of our locality. We are a school community in which all children are welcomed and valued as unique members of God's family, a family of different faiths and backgrounds living, loving and learning together joyfully following in the footsteps of Jesus Christ.



Central to our philosophy are the values and virtues Christ taught us through the Gospels, these values run through every aspect of school life like a golden thread, intertwined and bound throughout all of our relationships and the experiences we provide for our children. Our reliance on these values ensures the spiritual formation of every member of our school family.

We aim to provide a rich and diverse curriculum that develops our children morally and socially as well as academically. Children leave St Elizabeth's as faithful, aspirational, responsible and resilient young people ready to make positive contributions to the wider communities in which they live.

At St Elizabeth's we take enormous pride in knowing all of our children and families very well. We are fully committed to ensuring that each child is offered the finest start to their education in a stimulating, caring and loving environment, an environment which influences a lifelong love of learning and one in which our children thrive and live life to the full.





St John Vianney Catholic Primary School



Welcome to St John Vianney where Christ is at the centre of everything we do. We have one school rule which is:

Love one another as I have loved you

We strive to promote the values of our Christian faith throughout our daily life. We provide a religious syllabus, which develops our children's knowledge and understanding of our faith. However, more important to this school are those values, which we try to relate to all the aspects of our life within the faith community of St John Vianney Parish.

St John Vianney is a happy and caring school where every child is known and loved. We seek to challenge and support all our children and make them excellent citizens of the future, knowing how important it is to do their best and care for those around them.



We are conscious of the necessity to provide our pupils with a broad and balanced curriculum and constantly review and evaluate the achievements of the school. Our curriculum is exciting and engaging, aiming to bring the humanities alive through first - hand experience wherever possible. We aim to provide both high academic and non- academic standards, a good faith basis and involvement in the wider community. Moreover, developing the whole child by enabling them to acquire knowledge, appreciate their creative abilities and master the challenges of physical education and sport.



St John Vianney School strives to achieve its aims through a strong partnership between governors, staff, children, parents and Parish. Most of our governors are parents or past parents and members of our Church community. We believe that this improves the level of co-operation and the sense of shared commitment and responsibility. We believe that we can only achieve the best for your child by close co-operation between home and school. Without the involvement of parents, our task is that much more difficult and less enjoyable. We hope that parents will take a close interest in what their children are doing in school and will encourage learning and its importance in later life.

It is our view that Primary School years lay the foundations for a lifetime of learning and work hard to cultivate the fundamental partnership between Home and School by welcoming parents to become involved in their child's education.





St Thomas More Catholic Primary School



St Thomas More's motto is "Learn and Grow as God's Holy People" and this underpins everything we do at the school. We believe that every child should be pushed and supported to achieve their God-given potential and that it is our responsibility to get the best out of all of our students – academically, socially and spiritually. We are a very diverse, multi-ethnic community with a highly inclusive ethos.

Children are happy to come to school here and they thrive on the nurture and support offered. We are situated in a suburban residential area of south Coventry, a 30 minute walk from the city centre, but we draw our children from a much wider catchment area. The school is housed in a modern building which opened in September 2014 and we have very generous grounds which include a large field, allotment, forest school, a pond and a chicken pen.

We are committed to academic excellence and are always keen to innovate, using research-based methods to develop and improve our practices further. We keep our curriculum under constant review so that it is appealing and relevant to our current situation and we place great emphasis on the importance of a consistent approach from Nursery to Year six. Our children's learning experience is very hands-on: an example of this is our maths mastery programme which focuses on underlying mathematical concepts and number sense through the use of manipulatives all the way from Reception to Year 6. We see it as our duty to produce well-mannered, respectful and motivated young people and our behaviour and discipline policies are reflective of this. Children leave St Thomas More with all the qualities they need to make a positive contribution to society. We have excellent relationships with



our local parish and the children make good use of the church. Our vocation to Catholic life is evident across the curriculum and throughout the school. Our families are very supportive of our ethos and work well with school leaders to ensure positive outcomes for all. Many parents comment that St Thomas More is like an extension of the family.

The school received a highly positive Ofsted inspection in January 2018 and we aim to build on this as we continue to improve and push ourselves to be the best we can possibly be.





Holy Cross MAC Schools



BENEFITS OF WORKING FOR HOLY CROSS MAC

Leadership and Shared Services Support:

Employees can be reassured that Holy Cross is led by educationalists and an experienced team of professionals. The Central MAC team supports strategic leaders to provide a wide range of high quality services to schools which increasingly enables staff to focus on teaching and outcomes for children and families.

Terms and Conditions:

We believe that our staff should benefit from excellent terms and conditions in return for their commitment to Holy Cross. As such, we are aligned to Catholic Education Service and Coventry City Council employment policies which have been approved by Trade Unions and Professional Organisations. Specific information can be provided on request.

Continuous Service:

Candidates moving from within the public sector without a break in service can be reassured that their continuous service will be honoured by us.

Remuneration & Pension:

Holy Cross values its employees and our Remuneration Policy reflects this. When setting our policy, which is reviewed annually, we take advice from Coventry City Council, the Catholic Education Service, Trade Unions and Professional Organisations. Our current policy may be found on our website www.hcmac.co.uk. We want to support our staff in planning for the future and for teachers joining Holy Cross this means they will be enrolled in the Teacher's Pension Scheme. We have also adopted the Local Government Pension Scheme for our Support Staff, considered to be one of the most competitive pension schemes in the country.





Holy Cross Catholic Multi Academy Company

Achieving together in faith

ADVERT

Required for September 2021

Job Title: Personal Assistant (PA)/Administrator to the Catholic Senior Executive Leader (CSEL) at Holy Cross Catholic Multi Academy Company

Grade: GR5 (12-23) £22,183 - £27,741 pro rata

Hours: Full time – Full time, 37 hours per week, term time only

Responsible to: Catholic Senior Executive Leader

Liaison with: Catholic Senior Executive Leader, MAC Head Office Staff, Board of Directors, Chairs of Governors, Headteachers and External Agencies

Holy Cross Catholic Multi Academy Company is located in Coventry and consists of two Secondary Schools, five Primary Schools and a small Central Office team. We are looking to recruit an enthusiastic and experienced Personal Assistant/Administrator to work in our busy Central Office team.

Applications are invited from candidates who have excellent administrative and interpersonal skills, with strong attention to detail and the dedication and enthusiasm to be part of a thoroughly committed team.

The successful applicant must be flexible, show initiative and discretion with an excellent understanding of handling sensitive and confidential information. Applicants must be computer literate and proficient with the use of Word, Excel, PowerPoint and Publisher. Knowledge of SIMS is desirable but not essential.

The successful applicant will:

- Provide a high level, professional PA and administrative support to the Catholic Senior Executive Leader to enable her to operate effectively in her role.
- Provide a high level secretariat function to meetings as directed.
- Contribute towards the efficient functioning the MAC Central Office.
- Contribute to the efficient functioning of the governing board and its committees.

The Holy Cross Catholic MAC Head Office is based on St Augustine's school site, in Radford, Coventry. This is a fantastic opportunity for the right person to support the Board and the





Holy Cross Catholic Multi Academy Company

Achieving together in faith

Executive Team and make a significant contribution to the future success of the MAC. We are located within easy access of all areas of Coventry and commutable from surrounding areas such as Birmingham, Solihull, Leamington Spa and Sutton Coldfield.

For further information or an informal discussion about the post please contact Marina Kelly by email: marina.kelly@hcmac.co.uk

Application forms and details regarding the post are available from Holy Cross Catholic MAC website at <https://www.hcmac.co.uk>

Completed application forms should be returned to **Mr John Teahan, Chair of Board of Directors of the Holy Cross Catholic MAC, c/o Debbie Hetherington, Debbie.hetherington@hcmac.co.uk.**

Closing date for applications:	Wednesday 7 July at noon
Shortlisting will take place:	Wednesday 7 July
Interview dates:	Monday 12 July

We are committed to safeguarding and promoting the welfare and safety of young people and expect all staff to share this commitment. Offer of a position is subject to receiving satisfactory references and enhanced DBS clearance.





**Holy Cross
Catholic MAC**

JOB DESCRIPTION

Personal Assistant/Administrator to the Catholic Senior Executive Leader

We are seeking to recruit an enthusiastic and experienced Personal Assistant (PA)/ Administrator to work in our busy Central Office team.

Applications are invited from candidates who have excellent administrative and interpersonal skills, with strong attention to detail and the dedication and enthusiasm to be part of a thoroughly committed team.

The successful applicant must be flexible, show initiative and discretion, and have an excellent understanding of handling sensitive and confidential information. Applicants must be computer literate and proficient with the use of Word, Excel, PowerPoint and Publisher. Knowledge of SIMS is desirable but not essential.

You will be based at Holy Cross Catholic MAC Head Office and work closely with the Catholic Senior Executive Leader providing high level, professional, PA and administrative support as well as supporting the administration of Board meetings.

Main responsibilities and tasks:

1. Personal Assistant to the Catholic Senior Executive Leader:

- Proactively manage the Catholic Senior Executive Leader's (CSELs) extremely busy diary, accommodating regular complex changes in her schedule and pick up diary conflicts so that key deadlines are met and responsibilities fulfilled as efficiently as possible.
- Provide administrative support to the Catholic Senior Executive Leader and central office staff
- Travel with the CSEL to meetings as necessary.
- Work with all members of the Central Office Team to proactively arrange regular meetings, mapping out complex calendars a term / year in advance.
- Prepare the annual calendar of MAC Board meetings and track the progress of actions arising from meetings and follow up on outstanding actions in advance of meetings.



- Provide administrative support to MAC Board meetings as and when required.
- Work in conjunction with the Governance Services Team regarding MAC Board and Committee arrangements.
- Produce a weekly itinerary to enable briefing papers to be prepared for the Catholic Senior Executive Leader.
- Prepare agendas, attend and record minutes for meetings as directed by the CSEL and liaise with those preparing papers to make sure they are available on time.
- Arrange and service CSEL/Headteacher meetings
- Respond to communications on behalf of the CSEL, signposting queries and issues to initiate appropriate action in order to ensure a timely response.
- Research and collate statistics, create presentations and collect information to ensure the CSEL is fully prepared for meetings.
- Assist the CSEL in the compilation and production of reports and records as may be required
- Be responsible for the collation of information supplied by schools
- Assist in the compilation of the CSEL's report supplying statistical information
- Compile and produce the CSEL's themed and termly newsletters.
- Organise meetings, Away Days and conferences either within a MAC school or at external venues
- Arrange DBS checks for Trustees when necessary ensuring that identification procedures are adhered to and enter information on the Trust's Single Central Record in liaison with HR – who keep the Central SCR
- Complete the necessary paperwork when a Trustee resigns or leaves the trust, ensuring any security devices, such as; keys, access fobs and ID badge are returned.

2. Office Administration:

- Oversee the booking of meeting rooms and ensure adequate supplies at all times.
- Preparing rooms for meetings and welcome visitors.
- Where appropriate booking meeting rooms and set up with refreshments.
- Arrange catering for meetings and events where appropriate.
- Screen phone calls, direct calls and take messages as appropriate.
- Undertake general office duties e.g. typing, filing, faxing and photocopying and scanning.
- Monitor a number of MAC mailboxes, ensuring emails are acknowledged and forwarded in a timely manner.
- Work with all members of the Central Office Team to plan and organise events.



- Answer ad-hoc queries both internally and externally.
- Work with all members of the Central Office Team to maintain and develop effective administrative systems to ensure a high level of confidentiality and efficiency.
- Work with all members of the Central Office Team to develop and improve systems, policies and initiatives in line with the MAC Improvement Plan.
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.
- Have an awareness of the Educational landscape and its implications for planning meetings and the impact on the work of the CSEL and MAC Directors.
- Work with members of the Central Office Team to proactively arrange regular meetings with direct reports.
- Organise any travel arrangements to ensure value for money and best use of time.
- Maintain relevant personnel records.
- Arrange and service management meetings
- Produce and maintain a calendar of MAC and school review meetings
- Ensure web-site is up to date with relevant information and policies
- Administer, maintain and develop the Governor Hub system

3. Manage Information

- Maintain up to date records of the names, addresses and category of MAC Board members and their term of office, and inform the MAC Board and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties of the MAC Board,
- Maintain records of MAC Board correspondence.
- Ensure copies of statutory policies and other documents approved by the MAC Board are retained and published as agreed, for example, on the website

4. People and relationships

- Develop and maintain effective professional working relationships with the Central Office Team, MAC Board members, Headteachers and school based office staff.

5. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance



- Participate in regular performance management

6. Additional Services

The PA/Administrator may be asked to undertake the following additional duties:

- Minute any statutory appeal committees/panels the MAC Board is required to convene: Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials
- Prepare briefing papers for the MAC Board, as necessary.
- Conduct skills audits and advise on training requirements
- Perform such other tasks as may be determined by the MAC Board from time to time.

Safeguarding

Holy Cross Catholic Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and Company are inherent in that role.

The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant



conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Holy Cross Catholic MAC is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Holy Cross Catholic MAC has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.



This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Marina Kelly, CSEL



Person Specification

Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Educated to NVQ Level 3 or equivalent qualification 	✓	
<ul style="list-style-type: none"> Be numerate and accurate 	✓	
<ul style="list-style-type: none"> Excellent communication skills, both verbal and written 	✓	
<ul style="list-style-type: none"> English and Maths to GCSE/standard grade or beyond 	✓	
<ul style="list-style-type: none"> Understanding of working in education sector 		✓
<ul style="list-style-type: none"> Working knowledge of School Information Management system (SIMs). 		✓
Skills and Abilities:		
<ul style="list-style-type: none"> Successful experience in a PA role in a busy office environment 	✓	
<ul style="list-style-type: none"> Experience of working successfully and co-operating as a member of a team 	✓	
<ul style="list-style-type: none"> Experience in the use of Excel, Word, PowerPoint, email and database programs, including website maintenance 	✓	
<ul style="list-style-type: none"> Ability to take accurate notes of meetings when required with efficient turn around 	✓	
<ul style="list-style-type: none"> Knowledge of general school policy and procedures 		✓
<ul style="list-style-type: none"> Ability to exercise political awareness. 	✓	
<ul style="list-style-type: none"> Ability to develop productive relationships: able to work with people and groups across a variety of levels in the organisation. 	✓	
<ul style="list-style-type: none"> Ability to produce clear and well-structured written work, including reports and letters/notes 	✓	
<ul style="list-style-type: none"> A very good level of written English 	✓	
<ul style="list-style-type: none"> Ability to promote the MAC's aims positively 	✓	
<ul style="list-style-type: none"> Ability to establish and develop appropriate relationships with all colleagues in the MAC and those partners in the local community with whom the MAC works and may work in the future 	✓	
<ul style="list-style-type: none"> Ability to communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. CSEL, MAC Central Team, Headteachers, Directors etc. 	✓	
<ul style="list-style-type: none"> Ability to promote a positive working environment 	✓	
<ul style="list-style-type: none"> Ability to prioritise workloads; have excellent time management and organisational skills 	✓	
<ul style="list-style-type: none"> Ability to work under pressure and meet deadlines 	✓	
<ul style="list-style-type: none"> Ability to produce accurate work with attention to detail 	✓	



• Ability to use own initiative and work independently	✓	
• Ability to learn and develop within the role	✓	
Qualifications and Training:		
• Willingness to attend appropriate training and development	✓	
• Willing to undertake further accredited training e.g. National Governance Association Clerk's Training.		✓
Professional Values:		
• Able to establish and maintain good professional relationships with CSEL, Central Team, Directors, Governors, Headteachers, schools' staff, stakeholders and colleagues	✓	
• Able to adopt a flexible approach to working	✓	
• Willingly cooperates with others and highlights potential problems in a positive and supportive way	✓	
• Ability to work collaboratively with colleagues both within the MAC and with other organisations and carry out the role effectively knowing when to seek help and advice	✓	
Personal Attributes		
• Willing to promote the MAC's aims positively	✓	
• Able to communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. CSEL, LT, Headteachers, Directors etc.	✓	
Experience		
• Experience of producing high quality notes	✓	
• Experience of team working	✓	
• Experience of providing personal/administrative support	✓	
Special Requirements		
• Ability to travel to meetings	✓	
• Have or be willing to undergo an Enhanced DBS disclosure check	✓	
• Willing to undergo a pre-employment health check	✓	
• Willing to undertake training commensurate with the post	✓	





RECRUITMENT PROCESS

Holy Cross Catholic Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

APPLICATION FORM

You are expected to complete a Catholic Education Service (CES) application form as the first part of our recruitment process – CVs will not be accepted.

Applicants are advised to read the “CES Notes to Applicants” which accompany the CES application form and the following supplementary forms:

- Recruitment Monitoring form
- Rehabilitation of Offenders Act 1974 – Disclosure form
- Consent to Obtain References form

MODEL RECRUITMENT MONITORING FORM

Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the MAC to fulfil its duties under the Equality Act 2010.

The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.

MODEL REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM



As the position applied for gives privileged access to vulnerable groups, we require all applicants attending interview to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

If you are invited for interview, please bring the Disclosure form with you to the interview in a separate, sealed envelope clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview.

CONSENT TO OBTAIN REFERENCES FORM

Please ensure that you complete and return the Consent to Obtain References Form with your completed application.

REASONABLE ADJUSTMENTS STATEMENT

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure that all applicants are provided with the same opportunities during the recruitment process and, to that end, we strive to comply with the duties placed upon us to make reasonable adjustments as prescribed by the Equality Act 2010.

Should you have a disability and require a particular adjustment to be made to allow you to fully participate in the recruitment process, please ensure that this is made known to the person identified in the Invitation to Interview letter when confirming your availability to attend interview. Our duty to make reasonable adjustments only applies where we know about, or ought reasonably to know about, your disability so it is important that you provide this information to us (details for the relevant person to contact will be provided in your Invitation to Interview letter).



Below is a non-exhaustive list of some of the types of adjustments that we may make to ensure that the recruitment process is fair to all applicants, if it is reasonable to do so in all the circumstances:

- Modification to Documentation – this may include providing documents in large print, in Braille format or in audio format and/or providing oral instruction on documentation for those applicants with a learning disability;
- Modification of procedures for testing and/or assessment – this may include allowing an applicant to provide oral answers as opposed to written where the applicant has, for example, a disability which affects their manual dexterity. Conversely, an oral test may be completed in writing where the applicant has a disability which affects their speech;
- Provision of a Reader for a visually impaired applicant;
- Provision of Auxiliary Aids – for example, a person to guide a visually impaired applicant around the interview venue;
- Provision of special equipment – for example, adapted keyboards for applicants whose disability may affect their manual dexterity and/or large screen computers for applicants with visual impairments;
- Provision of a Sign Language Interpreter for an applicant with a hearing impairment;
- Where interviews are being conducted by telephone, provision for interview by textphone for an applicant with a hearing impairment;
- Provision of vehicle parking as proximate to the interview venue as reasonably practicable for an applicant with a mobility impairment;
- Modification of interview premises – for example, in order to ensure that an applicant who uses a wheelchair can gain access to the building where the interview is being held, the school / academy / college may consider using ramps, holding interviews on the ground floor (if there is no adequate lift), considering the placement of furniture and rearranging if necessary etc.



Please click [here](#) to access the application form, guidance notes and supplementary forms.



Why work in Coventry?



Coventry is an innovative city that boasts two cathedrals, old and new. It combines medieval architecture with vibrant regeneration which is rich in bars, restaurants and culture. Coventry has been awarded the City of Culture for 2021. You will find both the Belgrade theatre and the Warwick Arts centre on the doorstep, along with open green spaces such as the War Memorial Park and Coombe Abbey.

The Ricoh Arena hosts both football and rugby, along with music concerts. Road and rail links are exceptional. Birmingham and Leamington Spa are under 15 minutes by train and London just over an hour. Stratford upon Avon, Warwick and Solihull are also nearby. From Coventry it is only one rail stop to Birmingham International Airport and the National Exhibition Centre. In December, Birmingham was named host city for the 2022 Commonwealth Games, and local town, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times. The city hosts a variety of annual events such as the Coventry Half Marathon, the SkyRide and the Godiva Festival, which is the biggest free family festival in the UK.

Coventry also has two universities, Coventry University which was awarded 'University of the Year for *Student Experience*' by The Times in 2014 and the University of Warwick, which is in the top 10 on the league tables. Both universities have links with



three of the city's biggest employers, Jaguar Land Rover, the NHS MAC and Coventry City Council.



**Holy Cross Catholic
Multi Academy Company**

Achieving together in faith

C/o St. Augustine's Catholic Primary School
Heathcote Street
Radford
Coventry, CV6 3BL

Please refer to our website for further details about our schools:
<https://www.hcmac.co.uk>

