



**Insignis**  
Academy Trust

# CANDIDATE PACK

# WELCOME FROM THE CEO

## *Dear Colleague*

**Thank you for your interest in a role for the Insignis Academy Trust. Our Trust currently consists of six schools in Buckinghamshire. They are Ashmead Combined School, Princes Risborough School, Sir Henry Floyd Grammar School, Sir William Ramsay School, The Kingsbrook School and The Mandeville School. Further schools are in the pipeline and our medium-term ambition is to be a trust of at least 10 schools.**

As an academy sponsor, Insignis Academy Trust is focused on the quality of the educational experience it provides for its students. By joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops and to collaborate with our team to influence Insignis Academy Trust's ethos and processes.

Insignis is a Buckinghamshire Trust and we are committed to supporting the development of educational opportunities for children in the county. We support the community use of our schools and work in conjunction with Active in the Community, the Youth Sports Trust and Sports England on ensuring grassroots clubs have access to our facilities. We also are committed to the Opening School Facilities programme at all our schools.

We are focused on delivering educational improvement and our schools, including providing the appropriate technology for staff and students to learn.

We are also committed to providing students with a rich programme of co-curricular activities. We currently have two specialist provisions at our schools, an Autism Spectrum Provision at Princes Risborough School and a Social and Emotional Mental Health provision at The Kingsbrook School. We are committed to supporting students with SEND across our Trust.

I look forward to receiving your application.

Yours Sincerely,

**Garret Fay**  
*Chief Executive Officer*



# ABOUT IAT

## *Insignis - "remarkable" in Latin*

**Established in 2016, Insignis Academy Trust (IAT) has the primary objective of improving education.**

IAT believes that all children should receive a fulfilling, aspirational and successful educational experience. As a Multi Academy Trust and an education charity IAT works locally with schools in Buckinghamshire and currently consists of six schools, Ashmead Combined School (ACS), Princes Risborough School (PRS), Sir Henry Floyd Grammar School (SHFGS), Sir William Ramsay School (SWRS), The Kingsbrook School (TKS) and The Mandeville School (TMS). The intention of IAT is to grow and collaborate with other schools and trusts to create a significant enhancement to the education of students locally.

## *The IAT motto is: Collaborate to Succeed*

**Our collective goal is for all IAT schools to be 'Remarkable' in their own right and support all our students to make the most of themselves and be well prepared, academically and personally, for their next steps in adult life, whichever path they choose.**

The Trust is managed by a Board of Trustees who are responsible for strategic direction as outlined in the Strategic Plan and have financial accountability for the use of public funds within our educational remit. A Finance & Audit Committee operates across the Trust and reports directly to the Board.

Each school within the Trust has a Local Governing Body (LGB), which meets twice a term. The LGBs are accountable for the delivery of the annual School Development Plan and critically review the work of the school, ensuring it is providing high-quality education to students and ensuring that policies and guidelines set clear working parameters including for the safeguarding of students and staff effective recruitment and retention of staff and having consideration for the school's budget.

The LGBs are informed and assisted by key members of each school's Senior Leadership Team, whilst also reserving the right to call on all members of staff to assist them in delivering the school's objectives.

## OUR FAMILY OF SCHOOLS





# 'Support of my colleagues all across the school.'



## IAT Vision

- To provide an exceptional educational experience for young people locally

## IAT Values

- A collective responsibility for the education of all students within the Trust
- A fully inclusive approach, maximising the attainment and achievement of every student in a nurturing and challenging educational environment
- An ethos of life-long learning and personal development enabling students to gain life skills and a positive approach to well-being alongside academic qualifications

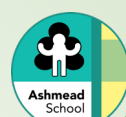
## IAT Aims

- To improve the quality of educational experience across all schools within the Trust
- To create governance and shared leadership that is committed to developing young people and strives for outstanding educational progress for all students
- To train, recruit and invest in continuing professional development of quality staff across the Trust
- To utilise best practice across the Trust to drive school improvement
- To grow the number of schools in the Trust sustainably over time
- To maintain a strong commercial skill base at board level and knowledgeable, experienced governors on school local governing bodies

## FUTURE GROWTH

Insignis Academy Trust aims to grow as a MAT, however, we are committed to growing in Buckinghamshire. Trustees have approved a Trust Growth Plan that would see us grow to 10 schools. We are committed to growing a Trust of both Primary and Secondary schools across the county.

## Our Location



Ashmead Combined School  
Co-educational primary school  
702 pupils



Princes Risborough School  
Co-educational secondary school and sixth form  
972 pupils  
Established 1957



Sir William Ramsay School  
Co-educational secondary school and sixth form  
1037 pupils  
Established 1976



Sir Henry Floyd Grammar School  
Co-educational grammar school and sixth form  
1230 pupils  
Established 1963



The Kingsbrook School  
Co-educational secondary school  
Established 2022



The Mandeville School  
Co-educational secondary school and sixth form  
1050 pupils  
Established 1960



# Sir William Ramsay School

We're looking to appoint a PA to Head of School who can inspire our exceptional students and drive them forward to achieve even better results.

The PA to Head of School will be exceptionally well organised, enthusiastic, eager and committed to supporting pupils' education whilst providing an efficient and confidential personal/secretarial, administration and clerical support function to the Head of School and SLT.

Please click on the link below on further details on how to apply:

For further information please contact the Human Resources Team either by email [recruitment@insignis.org.uk](mailto:recruitment@insignis.org.uk) or telephone 01296 744351 who will be happy to help.

Please note we reserve the right to close this vacancy earlier than the specified deadline if the suitable candidate is found.

We encourage and value candidates who have varied lived experiences and inclusive mindsets, either due to their engagements in the world or due to their protected characteristics (as set out in the Equalities Act 2010). We are committed to continued development of a community that is representative of the environment in which we work and in nurturing an equitable society.

Insignis Academy Trust operates rigorous 'safer recruitment' practices and the successful candidates will be required to undertake the completion of satisfactory checks including an enhanced DBS check, satisfactory references, medical report, confirmation of qualifications and documentation to prove Right to Work in the UK.

Please note we reserve the right to close this vacancy earlier than the specified deadline if the suitable candidate is found.

*The Insignis Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

# **JOB DESCRIPTION**

## **PA to Head of School**

### **Designation of Post within School Structure**

Executive Headteacher

Head of School

PA to Head of School

This job description identifies the responsibilities attached to this post. This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.

### **Main Duties and Responsibilities**

#### **The Post**

Sir William Ramsay School requires its PA to Head of School to be exceptionally well organised, enthusiastic, eager and committed to supporting pupils' education.

#### **The Post Responsibilities**

- To provide an efficient and confidential personal/secretarial, administration and clerical support function to the Head of School and SLT.
- To liaise with the Head of School, Deputy Headteacher and SLT regarding the strategic and operational delivery of the School Development Plan.
- To liaise with the Head of School, Deputy Headteacher and SLT regarding preparation of data, reports and action points from governors' and SLT meetings.
- To communicate sensitively, efficiently and effectively with SLT, parents and staff.
- Using the school's computer packages e.g. Arbor, as required for staff and student information.
- Provide PA duties to the Head of School and SLT.
- Providing personal and administrative support to including typing of letters, reports, notices, PowerPoint presentations etc
- Organising and maintaining individual diaries (Outlook) and making appointments.
- Arranging meetings with internal and external personnel.
- Upload minutes of weekly SLT meetings to Google Drive.
- Organise exam analysis review meetings with Heads of Department each September.

- Act as main point of contact for information requests (Freedom of Information and Subject Access Requests), ensuring these are forwarded to the relevant members of staff, that the information request log is updated and that requests are responded to within the timeframe applicable.
- Attend and minute meetings as necessary.
- Act as first point of contact for visitors, staff and students who have a meeting with to wish to speak to the Head of School or Deputy Headteacher's.
- Under guidance – updating the school website ensuring that all information is current and correct.
- Assisting with the preparation of the presentation information and logistical plans for 'Open' events.
- Ensuring effective communication of relevant information to staff, students and parents.
- Maintaining accurate records of all correspondence.
- Assist with answering calls to the main school number and provide cover to Reception as and when required.
- Draft, maintain, update and proof read the Head of School's communications
- Order Christmas cards to be sent on behalf of the Head of School and other necessary greeting/condolences cards/gifts/leavers gifts.
- Book refreshments for meetings and other events
- Provide hospitality for visitors, meetings and staff as required.
- Ensure Head of School's office and filing is efficient and up-to-date.
- Follow up action points assigned to Headteacher and SLT after meetings, providing timely reminders of deadlines and school calendar events.
- Work with whole school administration team to maintain a high standard of support for the school

## **Governing Body**

- Liaise with the Governors and the Governors' Clerk in the preparation of paperwork and organisation of Governor meetings.
- Collate information for the Head of School's Report to the Full Governing Body meeting and provide to the Governors' Clerk.
- Collate papers for Governing Body meetings on behalf of the Head of School and provide to the Governors' Clerk.

## **HR**

- Liaise with the HR Team regarding the preparation of HR reports, performance appraisal paperwork and new staff induction meetings on behalf of the Head of School.
- To manage the onsite organisation of interviews in liaison with the HR Team

## **Line Management**



- To line manage the School Office Team, including Receptionist(s), Reprographics members of staff and other relevant nominated staff.
- To conduct annual appraisal meetings with members of the School Office Team
- To annually review the Job Descriptions of the School Office Team as part of the annual review process.
- To be part of the schools Medical Team and to have a First Aid in the Work Place Certificate.

This is not an exhaustive list and the successful candidate must be prepared to carry out activities reasonably requested by the Head of School.





# PERSON SPECIFICATION

All of the competencies outlined below will be evidenced in the application, during the interview and via references.

Knowledge, experience and qualification	Essential	Desirable	Evidence
A-Level Standard	✓		Production of the Applicant's certificates
Tertiary qualification or Degree		✓	
Background of PA and administrative experience	✓		Contents of the application form, interview & professional references
First Aid Qualified		✓	
Experience of working in a busy role, dealing with daily enquiries by phone, email and in person	✓		
Taking minutes of meetings		✓	
Support with creation and maintenance of School Development Plan		✓	
Working with Senior leaders in updating Inspection documentation		✓	
Relevant skills and aptitude	Essential	Desirable	Evidence
Excellent interpersonal skills (including excellent verbal and written communication skills)	✓		Contents of the application form, interview & professional references
Meticulous attention to detail	✓		
Ability to handle confidential information and deal with sensitive issues	✓		
Ability to communicate effectively and in an appropriate manner with colleagues at all levels of seniority	✓		
Ability to work pro-actively to achieve efficiency and effectiveness of a team of staff	✓		
Ability to organise one's own and tasks with minimum supervision	✓		
Excellent customer service skills	✓		
Familiar with School Inspection procedures		✓	
PR & Marketing interest		✓	
Ability to support review of current administrative systems and practice and work on own initiative to improve and introduce efficiencies		✓	
Data processing and Analysis skills		✓	
Good IT Skills	✓		
Willingness and ability to learn and operate new IT Packages	✓		
Commitment to the safeguarding and welfare of all pupils	✓		

## PERSON SPECIFICATION

Proficient touch typing skills (60 wpm)	✓		Tested at interview
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Cheerful manner	✓		Contents of the application form, interview & professional references
Personable, willing & helpful	✓		
Good sense of humour	✓		
Methodical	✓		
Independently strong & confident and a team player	✓		
Ability to work calmly under pressure	✓		
Ability to work with a good degree of flexibility, to provide cover for other staff as required and to work occasional extra hours	✓		
"Can do" attitude	✓		
Very pragmatic	✓		
Adaptable	✓		
Reliable	✓		
Smart and presentable	✓		
Solutions focused	✓		
Passion for improving the lives of children and relentless drive to do what it takes to ensure all pupils succeed	✓		
Independently motivated and open to idea of supporting exciting vision for world class educations at SWRS.		✓	
To Multi-task and prioritise work to meet deadlines	✓		
Keen to learn and further develop own skills	✓		
Exercises sound judgement, especially relating to confidentiality and discretion	✓		
Ability to instill and ensure high expectations	✓		

# CPD in IAT Schools

Each school within the IAT publishes a whole school CPD calendar. This will reflect IAT and school priorities.

Subject-specific CPD and CPD for pastoral teams will be embedded into meeting schedules, reflecting outcomes of self-evaluation and the needs of each team.

Applications to attend external CPD courses should be made at a school level, following the school's CPD application process. Priority will be given to external CPD that supports Trust, school and departmental priorities and performance management targets. The cost of the CPD course, the cover costs and cover implications will all be taken into account when applications for courses are considered.

## Completing National Professional Qualifications (NPQs)

National Professional Qualifications (NPQs) are the most widely recognised qualifications in the education sector for current and aspiring leaders. Accredited by the DfE, NPQs provide training and support for teachers and leaders at all levels. NPQs are informed by the best available research and evidence endorsed by the Education Endowment Foundation.

There are a range of NPQ qualifications available, including:

- **Leading teacher development** – become a teacher educator and support teachers in your school to expand their skills.
- **Leading teaching** – lead the teaching and learning of a subject, year group or phase.
- **Leading behaviour and culture** – create a culture of good behaviour and high expectations where staff and pupils can succeed.

- **Leading literacy** – teach and promote literacy across a whole school, year group, key stage or phase
- **Leading primary mathematics** – help your school use mastery approaches and teach maths effectively.
- **Senior leadership** – develop leadership expertise to improve outcomes for teachers and pupils.
- **Headship** – learn how to become an expert school leader and outstanding headteacher.
- **Executive leadership** – develop the expertise to run a multi-school organisation and effectively lead change and improvement.
- **Early years leadership** – manage your staff and organisation to provide high-quality early years education and care.

IAT schools will support teachers and leaders to complete NPQ qualifications, in line with Trust and School priorities, individual goals and upon recommendation by line managers. If any member of staff is interested in completing an NPQ, they should discuss it with their line manager. All applications for NPQs will need to be discussed by SLT and agreed by the Head of School or Headteacher and CEO of IAT.

Astra Teaching School Hub delivers a range of NPQ qualifications. Face-to-face sessions are delivered locally and provide opportunities for networking and collaboration with teachers and leaders from across Buckinghamshire schools and beyond. NPQ courses are delivered by a range of providers. Before registering for an NPQ, teachers and leaders should discuss the choice of provider with their line manager.

## Wellbeing

At Insignis Academy Trust, we prioritize the well-being of our staff and students. We believe that a healthy and happy school environment is essential for fostering a positive learning experience. Our dedicated team works tirelessly to ensure that everyone feels supported and valued, creating a sense of community and belonging.

We understand the importance of mental health and well-being in the workplace. We provide various resources and support systems to help our staff maintain a healthy work-life balance.

By prioritizing well-being across the trust, we aim to create a positive and productive environment where everyone can thrive and reach their full potential.

For more information visit: <https://www.insignis.org.uk/Well-Being/>



# Benefits of working with IAT

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## Teachers' Pension

We formally register all teaching staff to the Teachers' Pension Service. It is your choice whether you choose to opt out of the scheme. At IAT we strongly suggest you get independent advice before making this decision.

Visit: [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

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## LGPS - Support Staff Pension

We formally register all non-teaching staff to the Local Government Pension Service. It is your choice whether you choose to opt out of the scheme. At IAT we strongly suggest you get independent advice before making this decision.

Visit: [www.lgpsmember.org](http://www.lgpsmember.org)

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## Cycle Scheme

We are a part of the Cycle Scheme, IAT staff are able to use salary sacrifice to purchase a bike or electric bike and accessories up to the value of £3500.00

Visit: [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)

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## Tech Scheme

We are a part of TechScheme, in association with Currys. IAT staff are able to use salary sacrifice to purchase items from Currys for their home. Please note that there is a pension impact on this scheme.

Visit: [www.techscheme.co.uk](http://www.techscheme.co.uk)

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## Extras Discount Scheme

We are part of the Extras Discount Scheme which offers IAT staff the opportunity to avail of discounts at a range of high street stores, online retailers and supermarkets.

Visit: <https://www.bhnextrashomeandtech.co.uk/extras>

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## Education Support

Our Employee Assistance Programme at IAT is provided by Education Support. This provides support for you and your family members covering a range of issues. This includes supporting staff and family members with wellbeing, health queries, bereavement and family issues including separation and divorce.

Visit: <https://www.educationsupport.org.uk/>

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## Byond

We are a part of Byond, a prepaid debit card that comes packed with built-in discounts at high street stores, online retailers and supermarkets.

Visit: <https://byond.helpscoutdocs.com/article/375-article-title>

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## Free Tea and Coffee

In conjunction with our catering provider we provide free tea and coffee for staff at our schools.

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## Tusker

As a Trust we offer staff the opportunity to lease a new electric vehicle from Tuskers. This scheme has an impact on pension.

Visit: <https://tuskercars.com/>

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## Anytime Fitness

Anytime Fitness will offer a 10% discount for all Insignis staff.

You will need to show your ID Badge in order to obtain your discount. (If you refer a friend then you will get a free month.)

Please call Anytime Fitness in Aylesbury to discuss the benefit before arriving.

Visit: [www.anytimefitness.co.uk/gyms/uk-0023/aylesbury-south-east-hp20-1ur/](http://www.anytimefitness.co.uk/gyms/uk-0023/aylesbury-south-east-hp20-1ur/)

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## Nuffield Health

Nuffield Health will offer up to 30% off their memberships, both for monthly rolling contracts and annual contracts. This offer is open to any school employee. You will need to show your ID Badge in order to obtain your discount. Please call Nuffield Health in Aylesbury to discuss the benefit before arriving.

Visit: [www.nuffieldhealth.com/gyms/aylesbury](http://www.nuffieldhealth.com/gyms/aylesbury)

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## Blue Light Card

Blue Light Card provides those in Education with discounts online and in-store. They offer a range of official discounts from large national retailers to local businesses in a wide range of categories including holidays, cars, days out, fashion, gifts, insurance, phones and much more.

Visit: <https://www.bluelightcard.co.uk/index.php>

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## Wycombe Lido

Fusion Lifestyle will offer Insignis Staff 10% off their top membership option. You will need to show your ID Badge in order to obtain your discount.

Please call Wycombe Lido in Aylesbury to discuss the benefit before arriving.

Visit: [www.fusion-lifestyle.com/centres/wycombe-rye-lido/](http://www.fusion-lifestyle.com/centres/wycombe-rye-lido/)

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## Eye Care

All IAT staff can benefit from a reimbursement of their eye tests for up to the value of £25. Simply save your receipt and claim it through expenses, with the finance department.

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## Specialist Glasses



If you need specialist glasses to carry out your specialist role in school, we may be able to help with the cost of specialist glasses. This may include glasses to support colour blindness, or prescriptive protective glasses. Please contact HR for more information as this is assessed on staff's individual needs.

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## Well Schools

The Well Schools Community has a vast collection of wellbeing tools and resources that are already being used in Well Schools across England.

Visit: [www.well-school.org](http://www.well-school.org)

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## FOR MORE INFORMATION

For more information about IAT please visit our website. If you are interested in other roles at the Central Team or at one of our schools, please contact our HR Team via email at: [HR@insignis.org.uk](mailto:HR@insignis.org.uk)



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[www.insignis.org.uk](http://www.insignis.org.uk)

## HOW TO APPLY

### Making your application

Please click on the link below for further details on how to apply:

<https://www.insignis.org.uk/Vacancies/>

### Contact

If you are interested in discussing the role or would like more information about the role please contact the IAT Recruitment team at:

[recruitment@insignis.org.uk](mailto:recruitment@insignis.org.uk) or  
Telephone 01296 744351.

Visit [www.insignis.org.uk](http://www.insignis.org.uk) for more information about IAT, our Governance and Job Vacancies.



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