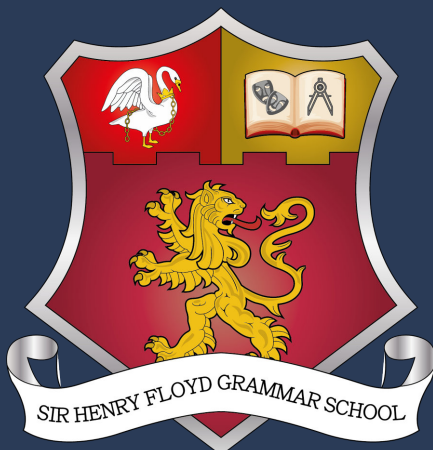




Insignis
Academy Trust

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 in 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.

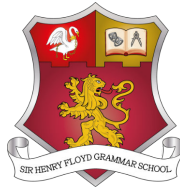
Yours Sincerely,

Garret Fay
Chief Executive Officer



Collaborate to Succeed





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. The Trust has a number of committees, which operate across the Trust and report directly to the Board.

Each school within the Trust has a Local Governing Body (LGB), which meets twice a term. The LGBs are committees of the Trust Board and work with the school leadership to support, challenge and improve pupil progress, academic outcomes, attendance, behaviour, safeguarding, and personal and social development of our students. Our LGBs also act as a key link for stakeholder engagement within our schools. They monitor the work of the school, ensuring it is providing high-quality education to students, and ensure that policies and guidelines set clear working parameters, including for the safeguarding of students.

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.

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

IAT Vision

- To provide an exceptional educational experience for young people

IAT Values

- A collective responsibility for the education and personal development of all students within the Trust.
- A fully inclusive approach, maximising the potential 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 academic qualifications.
- A culture of well-being and safeguarding to support staff and students to be 'remarkable'.



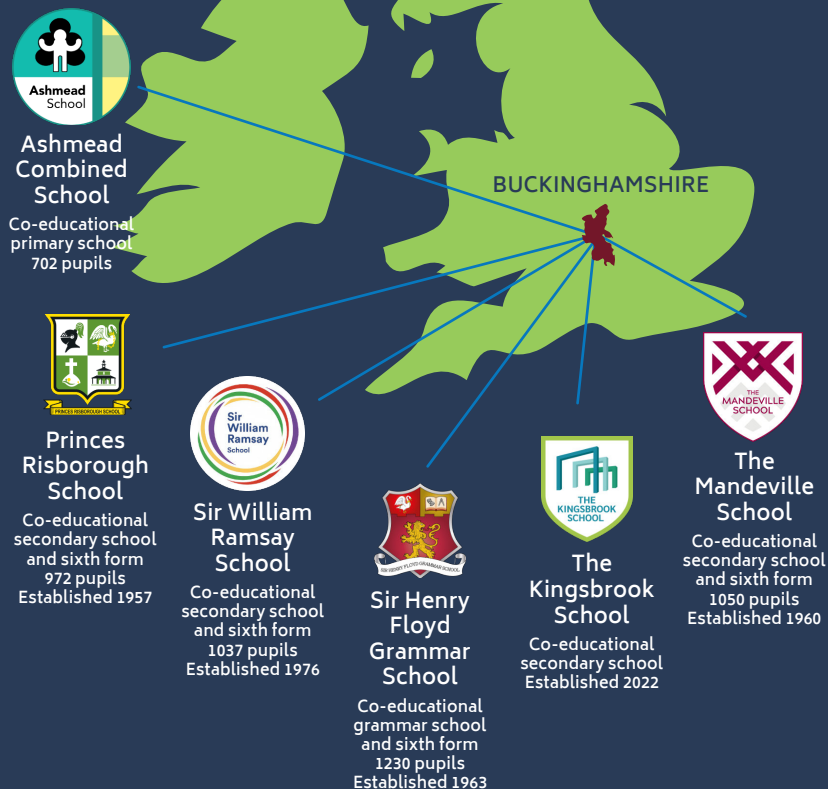
IAT Aims

- To strive for continuous improvement to enhance students' educational experiences.
- To develop collaborative approaches that enable our community to achieve remarkable outcomes.
- To be an exceptional educational employer.
- To drive school improvement at all our schools.
- To grow our Trust in a sustainable manner.
- To maintain strong and local governance across the Trust.

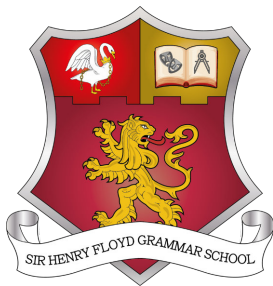
FUTURE GROWTH

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



Collaborate to Succeed



Sir Henry Floyd Grammar School

We are an outstanding co-educational grammar school with outstanding provision for our young people. Our vision is to pioneer a grammar school education which equips the visionaries of tomorrow.

This is an exciting opportunity for a highly effective and experienced PA to the Head of School to join us on our journey to provide a learning environment in which students can thrive, unleash their creativity and to excel beyond the school gates. Our school has an undeniable sense of community, and we are immensely proud of the conduct and attitude of our students.

We can offer you:

- an outstanding school full of students who are committed to learning
- a welcoming team committed to staff well-being and professional development
- a vibrant community in which staff and students thrive through a commitment to academic study, a passion for creative arts, a drive for sporting endeavour and a devotion to championing personal development

We would like you to:

- fully commit to our Vision, Mission and Values (see above and below)
- fully commit to the safeguarding of all students and to inclusion
- have high expectations of yourself, and our students
- be committed to improving the life chances of young people from diverse backgrounds
- be willing to commit to life beyond the academic curriculum

For any enquiries relating to the position please contact the Trust's Human Resources Team, either by email recruitment@insignis.org.uk or by telephone 01296 744351, who will be happy to help.

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, documentation to prove Right to Work in the UK and a prohibition from teaching check.

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.

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

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



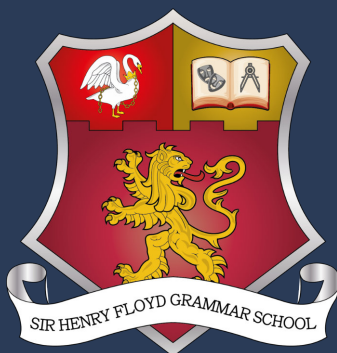
The Grammar School of Today

Sir Henry Floyd Grammar School
Oxford Road
Aylesbury
HP21 8PE

www.sirhenryfloyd.co.uk

01296 424781

office@sirhenryfloyd.co.uk



Sir Henry Floyd Grammar School

JOB DESCRIPTION

PA to the 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 Henry Floyd Grammar School - The Grammar School of Today - requires an exceptionally organised, trustworthy and positive PA to act as a strategic partner to the Head of School. Moving beyond traditional clerical duties, this role provides high-level, confidential administrative support to the Head and the Senior Leadership Team.

The PA will combine professional discretion with a much-needed sense of humour. By expertly managing the Head's time and demonstrating resourcefulness in liaising with stakeholders, the PA will ensure the leadership team remains entirely focused on its core mission: delivering a contemporary grammar school education which challenges and inspires everyone to achieve exceptional outcomes.

The Post Responsibilities

Strategic Leadership Support and Diary Management

- Strategically organise and maintain the Head of School's diary (Google Calendar), including triaging appointments, anticipating priority conflicts and protecting time for strategic meetings.
- Arrange meetings with internal and external personnel, supporting the Head of School with relevant briefing papers and agendas prepared in advance.
- Follow up on action points assigned to the Head of School and SLT after meetings, providing timely reminders of deadlines and school calendar events.
- Act as the first point of contact for visitors, staff, and students wishing to speak with the Head of School, triaging as necessary.
- Provide dedicated on-site administrative and strategic support to the Head of School during critical summer academic milestones, specifically A-Level and GCSE results days.

Communications and Stakeholder Engagement

- Draft, update and proofread high-stakes communications from the Head of School and the Trust ensuring they accurately reflect the school values.

- Act as a primary filter for communication between the Head of School and key stakeholders (Staff, Students, Governors, Trustees, IAT Executive Team and parents).
- Professionally, sensitively, and accurately engage and communicate with all stakeholders, utilising the Google Suite as a tool for this communication.
- Provide high-level hospitality for visitors, meetings and events, ensuring a professional and welcoming environment for all stakeholders.
- Assist in the preparation and logistical planning for 'Open' events.
- Manage staff and student data using the school's IT platforms, including Arbor (MIS) and Google Suite.
- Update the school website to ensure all public-facing information is correct and reflects current Trust requirements.
- Attend and minute meetings as necessary.
- Manage the ordering and dispatch of necessary correspondence cards and gifts on behalf of the Head of School.

Governance, Compliance and Policy Stewardship

- Liaise with the Governors and the Governors' Clerk to prepare paperwork, collate reports for the Full Governing Body, and ensure the timely distribution of meeting papers.
- Act as the main point of contact for Freedom of Information and Subject Access Requests, ensuring responses are handled with the high levels of trustworthiness and discretion.
- Ensure effective communication of school-specific policies, such as the SHFGS Behaviour and Attendance annexes.
- Maintain accurate records of correspondence and ensure the Head of School's office and online filing systems are efficient and up-to-date.

Staff Leadership and Operational Management

- Directly line manage the School's Communications Lead who oversees Reception and Reprographics, conducting annual appraisals and reviewing job descriptions to maintain high standards of support.
- Act as the initial confidential point of contact for staff regarding HR-related concerns, demonstrating high levels of trustworthiness and discretion. Strategically triage inquiries before liaising with the IAT HR Team regarding reports, performance appraisal paperwork, and the onsite organisation of recruitment interviews

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.

| Quals, knowledge, experience | Essential | Desirable |
|--|-----------|-----------|
| A-Level Standard | ✓ | |
| Tertiary qualification or Degree | | ✓ |
| Background of PA and/or administrative experience | ✓ | |
| First Aid Qualified | | ✓ |
| Experience of working in a demanding 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 | | ✓ |
| Excellent interpersonal skills (including excellent verbal and written communication skills) | ✓ | |
| Meticulous attention to detail | ✓ | |
| Ability to write accurate and formal communications | ✓ | |
| 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 proactively to achieve efficiency and effectiveness of a team of staff | ✓ | |
| Proven ability to work autonomously, managing and prioritising a diverse workload effectively. | ✓ | |
| Excellent customer service skills | ✓ | |
| Familiar with School Inspection procedures | | ✓ |
| PR & Marketing interest | | ✓ |
| Data processing and analysis skills | | ✓ |
| Good IT Skills, including Google Suite | ✓ | |
| Willingness and ability to learn and operate new IT Packages | ✓ | |
| Commitment to the safeguarding and welfare of all pupils | ✓ | |
| Proficient touch-typing skills (60 wpm) | ✓ | |
| An ability to maintain perspective and positivity in a fast-paced environment, contributing to a supportive atmosphere for the Head of School and the wider leadership team. | ✓ | |
| Good sense of humour | ✓ | |
| Unwavering trustworthiness with high levels of professional integrity and the ability to act as a confidential sounding board. | ✓ | |



| Quals, knowledge, experience | Essential | Desirable |
|---|------------------|------------------|
| Professional discretion | ✓ | |
| Personable, helpful and kind | ✓ | |
| 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 occasional cover for other staff as required and to work occasional extra hours | ✓ | |
| Adaptable | ✓ | |
| Reliable | ✓ | |
| Solutions focused | ✓ | |
| Passion for improving the lives of children and relentless drive to do what it takes to ensure all pupils succeed | ✓ | |
| To multitask 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 instil and ensure high expectations | ✓ | |



Benefits of working with IAT



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/



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>



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>



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



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/>



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>



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.



Free Tea and Coffee

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

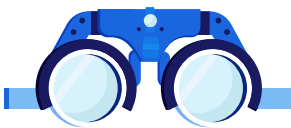


Nuffield Health

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



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.



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



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



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



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



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/



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.

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/>

- **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.





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 or

Telephone: 01296 744351.



Insignis
Academy Trust

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

www.insignis.org.uk

 [@InsignisAcademyTrust](https://www.facebook.com/InsignisAcademyTrust)

 [@Insignisacademy](https://www.instagram.com/Insignisacademy)

 [@Insignis Academy Trust](https://www.linkedin.com/company/InsignisAcademyTrust)

 [@insignis.academy](https://www.tiktok.com/@insignis.academy)

 [@InsignisAcademyTrust](https://www.youtube.com/InsignisAcademyTrust)