



**Longley Park**

**SIXTH FORM ACADEMY**

Creating Excellence Together,  
through a culture of care

# Job Description and Person Specification

## Executive Assistant



**BRIGANTIA**  
LEARNING TRUST

Creating Excellence Together,  
through a culture of care

## Introduction from the Executive Principal

Welcome to Longley Park Sixth Form Academy,

Thank you for considering joining our Longley Park Sixth Form Academy team within Brigantia Learning Trust and applying for the role of Executive Assistant. As a Sixth Form, we are all about providing an amazing place for 16–19 year-olds to study and this role provides an opportunity to work with people who share your passion and will provide you with the opportunity to develop new skills and contribute to an ambitious, caring and vibrant community.

I am excited to be able to offer this opportunity to join our team at Longley Park Sixth Form Academy. You will be joining a team of staff dedicated to improving the life chances of young people by providing the best environment in which they can flourish academically and personally.

Longley Park Sixth Form Academy is situated in the North East of Sheffield. We draw from a diverse community around us. Sheffield is an emerging powerhouse city of the north. Staff and students model and celebrate our diversity very well. Students from a wide range of cultures behave well, work diligently together and respect the views of others.

Our community of 1,100 students study a wide range of courses from ESOL to Level 3 Applied Generals and A Levels. Our students go on to some excellent destinations. In 2018, Ofsted rated the Sixth Form as ‘good’ stating “staff and students value the rich diversity of the Sixth Form population. They work harmoniously with each other in an atmosphere of respect and tolerance. Students learn, develop and put into practice British values during their time at Sixth Form”. We welcomed the comments around leadership and management affirming that “leaders, managers and governors have high expectations of staff and students.”

Core to our values are inclusivity and robust support in a culture of care. We are passionate about making sure that students who would not otherwise have access to academic and vocational courses can study and be successful. At Longley Park Sixth Form, we strive to be a diverse and inclusive organisation where we can all be ourselves. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and/or from people experienced in working in communities of diversity.

Our expectations are high and we are committed to staff development and providing opportunities to further your career, both at the Sixth Form and within the Trust. If you want a role that will be challenging, fulfilling and developmental, this could be it.



Jamie Davies  
Executive Principal

For more information or a confidential conversation about the role, please contact Matthew Fieldsend on [MFieldsend@brigantiatrust.net](mailto:MFieldsend@brigantiatrust.net).

## Longley Park Sixth Form

### Vision and Strategic Objectives

#### Our Vision

Challenging all students to make more progress than they ever thought themselves capable.

#### Our Strategic Objectives

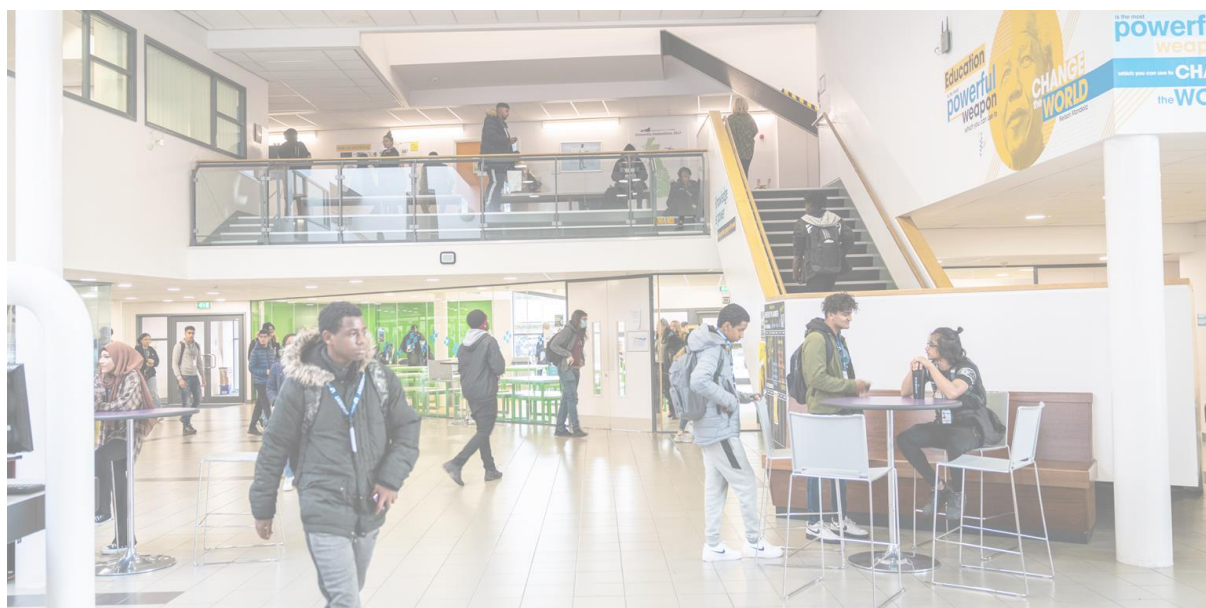
1. Ensure excellent outcomes by delivering an exceptional teaching experience – a community of learning and professional development
2. Provide robust support for students within a culture of care, so they feel safe, can achieve and are prepared for their next steps
3. Sustain student recruitment by providing an engaging and efficient provision that meets the aspirational needs of the local community and beyond

Through all of this, ensure staff and student wellbeing.

Longley Park Sixth Form is an exciting mix of ideas, beliefs, cultures and languages - a place where young people are able to develop confidence in themselves, aspire and achieve.

At Longley Park we recognise the importance of choice and believe that a student's study programme should be designed around their abilities and aspirations. We are committed to providing a well-balanced and challenging curriculum for all students, both inside and outside of the classroom. We have courses for students joining us from a variety of different starting points.

From excellent academic support to a wide range of work experience and enrichment opportunities, there are so many ways for young people to develop their character and skills with Longley Park Sixth Form.



## Welcome to the Brigantia Learning Trust

An inclusive multiphase journey at the heart of our community

Across the Trust, we pride ourselves on our close-knit community, where we value every pupil and student as an individual, enabling us to drive their ambition, inspire their passions and teach innovatively and passionately, creating leaders within a rapidly changing world. We also know that the bedrock of any academy is the quality and stability of the staff team. We care about staff wellbeing and are committed to attracting, developing, retaining and promoting them within our Trust.

Our core vision is to change life chances and secure social mobility and justice for young people in our community through a culture of care. We are dedicated to Creating Excellence Together and these words have been carefully chosen to reflect our commitment to continuous improvement and working together in partnership.

We create opportunities and enrichment within and beyond the classroom, so that every pupil and student is provided with a platform from which to succeed. We achieve this through:

- A strong and shared moral purpose that underpins our work
- A vision that is coherent and a logical step for education in the area.
- Effectiveness rooted in an understanding of the complex local context.
- Leadership that is immensely strong, ambitious and committed.
- A clear operating model for partnership that focuses upon school improvement.
- A proven track record of success including the transformation of vulnerable schools.
- Immense staff capacity and expertise to drive improvement.



**Mike Westerdale**  
Chief Executive Officer

Within the Trust, our academies have continued to grow as centres of excellence; drawing upon a collective pool of expertise and resource. Our staff and Trustees work collaboratively to deliver the very best in traditional education with a forward-thinking approach, ensuring that every child and young adult in our care is prepared and well-equipped for the demands of a global and everchanging society.

As pioneers of 2-19 education within Sheffield, we believe our offer truly sets us apart. Through orchestrated efficiency, development and innovation, every child and young adult benefits from a truly unique and bespoke approach to education at Brigantia Learning Trust. From their passions and personalities to their learning styles and ambitions, everything is taken into account to ensure a smooth and seamless transition throughout all the phases of their academy life and beyond.

Our strong leadership teams are ambitious and dedicated to driving improvement and securing the very best outcomes in each of our academies, through a commitment to excellence and unwavering values.

As we continue to improve, grow and develop we are motivated to find the right talent for our academies and our young people. This is an exciting opportunity within our organisation and we invite you to be part of creating an engine of community cohesion, aspiration, achievement, success and social mobility for every young person we serve.

**Mike Westerdale**, CEO Brigantia Learning Trust.



## Longley Park Sixth Form

A member of Brigantia Learning Trust

### JOB DESCRIPTION AND PERSON SPECIFICATION

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

<b>POST TITLE</b>	Executive Assistant
<b>GRADE</b>	Grade 7 £35,745 -£ 39,186 – Full time (37 hours), Full year
<b>RESPONSIBLE TO</b>	Executive Principal
<b>BASE</b>	Longley Park Sixth Form, Sheffield
<b>RESPONSIBLE FOR</b>	<b>SUPPORTING THE EXECUTIVE PRINCIPAL AND MEMBERS OF THE SLT AS APPROPRIATE</b>
<b>HOLIDAY AND SICKNESS COVER</b>	<b>ADMINISTRATION STAFF AS NECESSARY</b>
<b>PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"> <li>To provide administrative support for the Sixth Form’s Senior Leadership Team.</li> <li>The key aspect is assuring timely and efficient delivery of an outward-focused service function through careful monitoring of the Sixth Form calendar and synchronised operation of supporting services. This to be achieved through liaison with, and direction of, staff in the central office area and regular communication with relevant members of the Senior Leadership Team.</li> </ul>

## MAIN DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

- To act as confidential Executive assistant
- To provide administrative support to the Executive Principal and other senior staff
- To deal with the Executive Principal and other Senior Leaders correspondence, filing systems, appointments and diaries
- Receive, filter and redirect enquiries for the Executive Principal, and other senior leaders, as appropriate
- To receive visitors/callers, arrange schedules, arrange hospitality, and attend meeting as appropriate
- To draw up agendas, take minutes and follow up actions for designated meetings
- Proof reading and quality checking of documentation prepared by Senior Leadership Team
- To prepare files and documentation for the Executive Principal's meetings including AAC, leadership and sixth form meetings.
- To liaise with all clerical staff based at the Academy as appropriate
- To liaise with other Trust Executive Assistants
- Manage the Sixth Form's central calendar and oversee the coordination of Sixth Form communications
- Manage and support key strategic projects
- To provide weekly staff notices
- To prepare the Executive Principal's parental letters and others as appropriate

- To support at whole Sixth Form events
- To support the organisation and management of key events (INSET days, Ofsted visits, etc) in the Academy where appropriate.
- To maintain the Academy's complaint log and ensure that all matters are resolved
- To always maintain confidentiality in relation to all dealings with staff and students
- Any other duties and responsibilities appropriate to the grade and role as directed by the Executive Principal or other senior staff

All the above duties and responsibilities to be carried out in accordance with Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
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<b>Qualifications and training</b>	Good standard of education at Level 2/3 or above including GCSE English at grade C or above or equivalent qualification	Educated to degree level
	Good IT competency in Microsoft Office package, SharePoint and Microsoft Access	Administrative and/or management qualification
<b>Knowledge and experience</b>	Successful experience of working in a senior administrative role	Experience of working in an education environment
	Experience of meeting planning, collation of documents and minute taking	
	Experience of working effectively on own initiative without close supervision	Experience of organising large events
	Awareness of safeguarding requirements or willingness to learn promptly	
<b>Skills and abilities</b>	Ability to communicate effectively both orally and in writing with the public and colleagues at all levels while also able to maintain confidentiality.	
	Proven ability to manage own workload, to work under pressure and to meet strict deadlines, using initiative and organisational skills.	
	Able to juggle conflicting demands in a highly pressurised environment and to respond to unexpected problems using recognised procedures and policies	
	Ability to build positive relationships at all levels and work effectively with others for the benefit of the organisation.	
	Willingness to learn and undertake training to adapt to the role as needed.	
<b>Other qualities</b>	Proven ability to think creatively to prioritise tasks for yourself and others	
	Flexible and pragmatic attitude and willingness to learn the culture of an organisation	



	Ability to work outside of normal office hours from time to time to cover events	
	Ability to work in a confidential manner and use discretion.	