

Enriching lives; transforming futures - starting with you.



Personal Assistant
to the Principal
CANDIDATE PACK



PART OF THE FAIRFAX MULTI-ACADEMY TRUST





Welcome from the Principal

Dear Candidate

Thank you for showing an interest in joining Fairfax Academy, part of Fairfax Multi-Academy Trust. Since I joined the Academy in September 2022, we have been on a path of continued improvement to be an Outstanding provider of education and wellbeing, and everything we do is underpinned by our Academy values; ambition, respect, kindness and safety. We have in the last 18 months increased our attendance by 2%, now being 2% above the national average, and our behaviours in school continue to improve, with suspension rates and internal sanctions reducing considerably, reflecting continuous improvement in attitudes and in turn calm, settled and disruption free classrooms and learning. This is now an exciting opportunity for you to become a vital part in Fairfax Academy's future.

Fairfax Academy is a large Academy with just over 1500 students from Year 7 to Year 3. Located in Sutton Coldfield, the Academy serves students who live in the immediate locality, with close to 22% from a disadvantaged background, 23% on the SEND register and 2% EAL. It has the benefit of vast outdoor spaces, which really supplement the excellent extra-curricular and House offer we provide.

At Fairfax, we believe in nurturing holistic development, and our House System stands as a testament to that commitment. More than just a structure, it's a cornerstone of our community, interwoven into the very fabric of everyday life at the academy. Just a few of the incredible benefits our esteemed House System offers:

- » **Sense of Belonging:** Our students aren't just part of a school; they're members of a House family. This sense of belonging fosters deep connections, friendships, and support networks that last a lifetime.
- » **Leadership Opportunities:** Through various house events, competitions, and initiatives, students are provided with ample opportunities to develop leadership skills, teamwork, and a sense of responsibility.

- » **Healthy Competition:** Our House System encourages healthy competition, motivating students to excel academically, athletically, and creatively. This spirited rivalry not only adds excitement to campus life but also cultivates a culture of continuous improvement.
- » **Character Building:** Beyond academic achievement, we prioritize the holistic development of our students' character. The House System instils values such as integrity, respect, and resilience, preparing students for success both in and beyond the classroom.
- » **Staff Engagement:** Our dedicated staff members are integral to the House System, serving as mentors, advisors, and role models to our students. They take immense pride in the tradition and heritage of our Houses, further enriching the student experience.

At Fairfax, we recognise that a sense of belonging and wellbeing are essential ingredients for success, both in and out of the classroom. We ensure the happiness and fulfilment of both our students and staff, creating a family Atmosphere. Our staff members enjoy a supportive and inclusive environment where teamwork, collaboration, and mutual respect flourish. You'll find that the warmth and camaraderie extend beyond the classroom, creating a truly nurturing community. We believe that the wellbeing of our staff is fundamental to the success of our academy. That's why we've established dedicated resources to support their mental, emotional, and physical health. With a designated wellbeing room for staff and a full-time mental health officer on-site, we prioritise proactive measures to ensure our staff feel valued, supported, and cared for.

For any potential candidates that wish to have an informal discussion and tour of the school, please contact Anthi Green, by email at a.green@fairfax.fmat.co.uk

Sean Castle | Principal
Fairfax Academy



|Our Trust

OUR MISSION

Our Trust was formed in 2014 and has grown to include four academies, which provide education to over 4000 students within the Birmingham and Solihull regions. The Trust is firmly rooted in its mission to 'enrich lives and transform futures' and our moral purpose ensures that we aim to achieve this within a diverse range of communities, serving children from ages 4-18 years.

We achieve our mission by ensuring our students access a broad and wide-ranging curriculum whilst being supported in a structured, kind and caring environment. Our students have access to extensive extra-curricular opportunities because we place great emphasis on their personal development.

OUR APPROACH

FMAT's philosophy is that each Principal leads and make decisions within their Academy, whilst operating within a framework that adheres to the Trust's Mission, Vision and Values.'

The Trust's Strategic Aims filter down into every area of our organisation, through the Annual Delivery Plan, Academy Improvement Plans, and individual Performance Management Objectives, which ensures that all employees are ultimately working together to achieve our mission to "Enrich Lives and Transform Futures".

Centrally, there is an established business function which includes Finance, HR, Estates, Communications and Marketing, Data and Governance. Within the central Education Team is the School Improvement Team (SIT), which includes Leads in the following areas: Pastoral, Maths, English, SEND and Professional Learning. Following the Trust's Model of School Improvement and using the concept of CSI (Challenge, Support and Intervention), they support our Academies to bring about improvements.

OUR VISION

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers high-quality education.

This means:

- » Every child is recognised as an individual and has access to first-class pastoral care because we want them to be happy.
- » Every child benefits from a wide range of enriching opportunities because we place great emphasis on their personal development.
- » Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

OUR VALUES

Our mission and vision are underpinned by our values which guide all our activities every single day in order to support all our students to achieve their full potential regardless of background.



EXCELLENCE

We strive for the highest quality to ensure excellence outcomes and personal achievements.



DEDICATION

We believe there is dignity in hard work and effort.



INTEGRITY

We believe in openness, honesty and have a real sense of moral purpose.



TRADITION

We believe in good manners, kindness and respect.



AMBITION

We aim to be the best that we can be, in all that we do.



Our Benefits

At Fairfax Multi-Academy Trust staff wellbeing is prioritised in order to ensure that our staff feel valued and are equipped with a broad range of strategies, resources and services to accommodate their needs.

MENTAL HEALTH WELLBEING

- » Counselling
- » Wellness Hub
- » Mental Health First Aiders
- » Hub of Hope
- » Wellbeing updates
- » Menopause awareness training
- » Stress management guide
- » High-quality staff training
- » Trust-wide email communication guidance

PHYSICAL WELLBEING SUPPORT

- » Free flu jab
- » Access to fitness programmes – including yoga, HIIT and more
- » Access to physical activities – during our Trust-wide wellbeing week
- » Diet and nutrition webinars

FINANCIAL WELLBEING SUPPORT

- » Educational support
- » Salary sacrifice scheme
- » Flexi Perks
- » Perkbox subscription
- » Financial management





Professional Learning

At Fairfax Multi-Academy Trust (FMAT) we believe that professional learning is an entitlement for all of our employees and that regular training enables our colleagues to continually focus on their areas of growth and make improvements, along with upskilling themselves in order to secure the career path of their choice. We also understand that effective professional learning empowers its' employees to pursue a moral purpose of helping students to thrive and as a result, it is a key component to achieving the Trust's mission to "enrich lives and transform futures".

FMAT have invested in various services and partnerships to provide a wide variety of options in relation to further training opportunities.

Members of staff benefit from the far reaching work of Trust wide team and strategic network groups. These groups work collaboratively across the Trust to ensure the best practice is shared and that strategies for effectively reducing workload are explored and implemented. Colleagues from all academies for the membership of these groups and new members of staff are encouraged to become active participants once they have settled into their new roles.



LEADERSHIP

- » National College
- » The Key for Leaders



TEACHERS

- » ARK
- » Ambition
- » Apprenticeships
- » The Key
- » QTS Career Stage Professional Learning
- » Handsam



BUSINESS SUPPORT

- » Apprenticeships
- » National College
- » Handsam



JOB DESCRIPTION

Personal Assistant

JOB PURPOSE

To act as the Personal Assistant to the Principal of the Academy.
To provide a confidential secretarial and administrative service to the Principal.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

Provide confidential administrative support to the Principal to support the promotion of teaching and learning in the academy to include:

- Assisting in organisation of training days/CPD
- Maintain confidential records around lesson drop-ins
- Administration including preparation of work for meetings with stakeholders
- Administration of special projects
- Dealing with incoming emails and post
- Responding to correspondence as agreed with the Principal
- Photocopying, word processing, laminating
- Keep filing up to date
- Arranging meetings and travel, including the recording of travel expenses
- Book meeting rooms and organise refreshments for meetings held by the Principal and Trust colleagues
- Meeting and greeting visitors at all levels of seniority
- Be the initial point of contact for all external calls to the Principal and screen telephone calls, enquiries and requests dealing with them where appropriate
- Dealing with enquiries from staff, pupils, parents and others, in person and by telephone
- Be in charge of the diary management for the Principal
- Liaise with the Principal on a daily basis to agree priorities
- Proof read documents as directed by the Principal including preparation of letters and information for the website
- Be responsible, under the direction of the Principal, for the maintenance and updating of all academy policies and procedures. Include the update of these on the Academy's intranet and to liaise with those responsible to ensure any amendments are taken to the relevant Association meetings
- Organise events or support in the organisation of events that are held by the Principal
- Take notes at meetings
- Clerk to the Academy Association
- Preparation of packs, minute meetings and ensure Governor Hub is kept up to date
- Administration of the Application Tracking System to support with recruitment, communication with candidates and arrange interview schedules.
- To be responsible for the collation of information and the publishing of newsletter IN THE KNOW.
- Maintain confidential records around Appraisals.
- Support with DofE Administration.

- Manage all requests for Elective Home Education in line with Academy process
- Provide administrative support to the Operations Manager as determined by the Principal
- Raise Purchase Orders on behalf of the Principal
- Perform other such duties as the Principal may determine on an adhoc basis
- Perform all aspects of the role with minimum supervision, having full responsibility for the organisation of own workload and priorities on a day-to-day basis using own initiative and knowledge of work

GENERAL

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Engage actively in the performance review process
- Perform any other such duties as the Principal may from time to time determine

Person Specification

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓.	
Recent experience in a PA or administration role	✓.	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, Powerpoint, Outlook and E-mail	✓.	
Fully proficient in typing and accurate note taking	✓.	
Experience in using database applications	✓.	
Good knowledge of standard office procedures and equipment	✓.	
Experience of leading and managing recruitment processes	✓.	
Experience of drafting reports and correspondence to a high standard	✓.	
Relevant knowledge of Data Protection Legislation	✓.	
Full knowledge and understanding of safeguarding requirements in a school setting		✓.
Personal qualities and attitudes	Essential	Desirable
Pleasant and confident telephone manner	✓.	
Excellent administrative skills	✓.	
Meticulous attention to detail and ability to work to the required standards of accuracy and presentation	✓.	
Ability to prioritise and deal with conflicting demands	✓.	
Good verbal, listening, literacy and written communication skills	✓.	
Strong organisational skills, ability to prioritise and meet strict deadlines	✓.	
Inquisitive nature and sound problem-solving skills and judgement		
Ability to maintain confidentiality at all times, deal with situations in a tactful manner and be a person of integrity	✓.	
Demonstrate initiative and a proactive approach to manage and deal with a wide range of duties and matters	✓.	
Self-motivated with the ability to work autonomously with minimum supervision, or as part of a team as necessary	✓.	

Good verbal, listening, literacy and written communication skills	✓.	
Strong relationship building skills and ability to interact with people at all levels of the organisation and external agencies whilst maintaining a high level of professionalism	✓.	
Ability to travel to meetings if required	✓.	
Ability to follow set procedures	✓.	
Excellent attendance and punctuality	✓.	
Willing to undertake appropriate training and development with a positive attitude.	✓.	
A commitment to the ethos, vision and values of the Trust	✓.	

Review and amendment

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.

ENRICHING LIVES; TRANSFORMING FUTURES

EXCELLENCE.
DEDICATION.
AMBITION.
INTEGRITY.
TRADITION.



“

Students at Fairfax are incredible and the house system is what makes Fairfax such an enjoyable place to work, providing healthy competition and something to always get involved in.

Jack Bibb, Humanities Teacher

How to apply

To apply please visit TES by clicking on the link below.

[Fairfax Academy - TES jobs](#)

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All appointments are subject to satisfactory references and eligibility to work in the UK.

FURTHER INFORMATION

Should you have any queries or would like a confidential conversation about the role, please contact our recruitment team on:

recruitment@fmat.co.uk or call 0121 788 4100



“

I have now worked across two schools within the Trust and have gained not only lovely colleagues but good friends too. Our staff enjoy and celebrate the success of our students.”

Naomi Walsh, Deputy DSL





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