



Here at the Trumpington Federation we believe that learning should be an adventure for both staff and children alike. Our staff at the Federation are welcoming and supportive; we work hard with our community to build mutual trust and respect in order to achieve our goals. We aim to support the ongoing development of our people, and as part of this can offer a range of opportunities to assist you along your personal learning journey.

We value the contribution from every individual and appreciate that each one of our staff brings with them a uniqueness that supports the needs of the Federation and creates value for the next generation we are responsible for educating.

If you feel you would like to be part of this fantastic team, and play your own part in helping us achieve our objective of providing an enriching education experience for the young people in our care, we would love to hear from you.

The Trumpington Federation consists of two primary schools both with nursery settings.

Fawcett Primary School and Nursery is a well-established school in the heart of Trumpington. The school is named in honour of Henry Fawcett, the distinguished Victorian academic and politician.

Fawcett school was built to meet the need of families moving into the new post-war housing in the area, originally with a separate junior school (opened in 1949) and infant school (opened in 1950). The infant and junior schools were amalgamated in 1989. The school has been through a period of rapid expansion and development and has grown from one to two forms of entry now having over 400 children on role.

Our Trumpington Meadows School was opened in 2014 and has been growing ever since we now have 280 on role and is just a stone's throw away from Fawcett meaning we are able to accommodate swimming lessons for all pupils within our Federation in year 4 and above.

Our Vision and Values at the Trumpington Federation, we believe that learning should be a lifelong adventure.

We aim to inspire and encourage all members of our community to grow and learn together.

PA to Executive Head and Clerk to Governors

Join our dynamic Federation as a PA to Executive head and Clerk to Governors.

The position is term-time plus 2 weeks (40 weeks per year, 27 hours per week) salary scale points 15 – 17 (£27,803 FTE - £28,770 FTE) depending on experience.

If you are passionate about children's learning and emotional well-being, The Trumpington Federation can offer you a supportive school community with high quality training opportunities and great colleagues. The Federation is committed to support professional development opportunities.

We are looking for someone who:

- Enjoys working with in an office environment
- Has excellent interpersonal skills
- Demonstrates high standard of both spoken and written English
- Has high expectations of children and themselves
- Is flexible, creative and upbeat

The position is available for an immediate start and would be based at the Fawcett site however you may be required to work across both of our school sites.


Please feel free to contact us if you have any questions and complete the application form below.

Closing Date: Monday 8th January 2024.

Interviews will be held week commencing 15th January 2024.

Please email completed application forms to humres@trufed.org.uk

We are committed to safeguarding and promoting the welfare of children and the successful candidate will be required to undergo an enhanced D.B.S. and full pre-employment checks. This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Job title	Personal Assistant to the Executive Headteacher and Clerk to Governors.	
Salary grade	Scale points 15-17	
Reports to	Executive Headteacher	
Responsible to	Executive Headteacher and Governing Body	
Hours	27 hours	

Job purpose

To work as part of the administrative team in supporting the school in attaining its aims and objectives by providing secretarial support to the Executive Headteacher and acting as Clerk to the Governors by arranging and attending all meetings, taking minutes and providing general support for the effective conduct of their business. Working in close liaison with the Executive Headteacher, taking decisions on day to day operational matters within guidelines of policy and procedure.

Duties and responsibilities

- Provide timely and effective operation of secretarial and administrative support to the Executive Headteacher in accordance with good secretarial practice.
- Act as Clerk to the Governors to ensure timely and effective support by attending and minuting all meetings and providing a general support to ensure the effective conduct of their business in accordance with articles of government.
- To collect all agenda items from members and discuss the structure of agendas with the Chair of Governors and Executive Headteacher.
- To prepare and distribute the agenda, minutes and supporting papers for each meeting a minimum of 7 days before the date of the meeting.
- To maintain the minutes book and ensure that all formal minutes are confirmed by the meeting are signed by the Chair of Governors.
- To collect and distribute all papers relating to the work of the Governing Body including those relating to Governor training and development issues.
- To act as correspondent for the Governing Body in respect of all formal communications with external agencies.
- To hold as a source of information for the Governing Body legal reference materials such as:
 - Instrument of Government
 - Articles of Government
 - School Government Regulations
 - Guide to the Law
 - Circulars
 - National Curriculum Statutory Orders
- To support the work of formal committees of the Governing Body.
- To advise the Governing Body on changes to existing procedures to enhance effective communications.
- When necessary, arrange and administer elections or appointments to the Governing Body.
- To undertake training to improve and update own skills and performance.
- Ensure the effective operation of the Executive Headteacher's personal office to ensure the efficient discharge of functions to Governors, teachers and parents including hospitality arrangements and management of the Executive Headteacher's diary.
- Assist the School by maintaining good relationships with staff, parents, governors, contractors representatives and external agencies in order to promote the objectives of the School.
- Generate correspondence and reports of a routine nature. Completion of forms and returns required by Department of Education & employment.
- Any other duties relevant to the post.

Other duties

The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases however, where a permanent and substantial change in the duties of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

The Trumpington Federation is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment.

Signed by employee		Date	
Signed by line manager		Date	

The Trumpington Federation

Person Specification

PA to Executive Head and Clerk to Governors



	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level (A-C in English and Maths) 	<ul style="list-style-type: none"> • Educated to A level or equivalent 	<ul style="list-style-type: none"> • Application form • Certificates • Task
Training/Skills	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office • Willingness to undertake induction training • Willingness to participate in development and training opportunities • Good organisational skills • The ability to plan, organise and prioritise to meet multiple deadline • Good oral and written communication 	<ul style="list-style-type: none"> • Understanding school regulations 	<ul style="list-style-type: none"> • Application form • Interview
Experience	<ul style="list-style-type: none"> • Experience of working in an office environment as a Personal Assistant • Have a good understanding data protection and confidentiality • Ability to produce meeting minutes and 	<ul style="list-style-type: none"> • Working in a school environment • Experience of Clerking 	<ul style="list-style-type: none"> • Application form • Interview • Task

	documents to a high quality		
Qualities	<ul style="list-style-type: none"> • Self motivation • Ability to relate well to children and adults • Flexible attitude • Professional and courteous • Confident and resourceful 	<ul style="list-style-type: none"> • Ability to motivate others 	<ul style="list-style-type: none"> • Interview • Panel