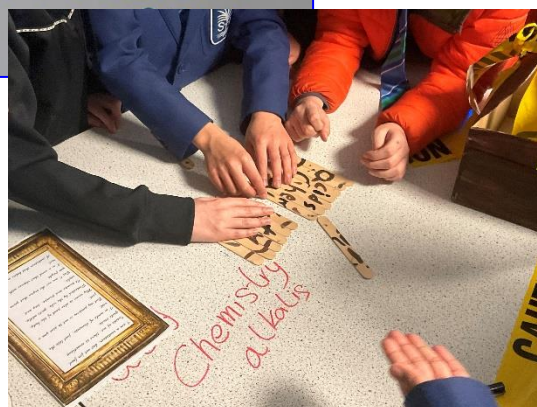




ST THOMAS MORE
CATHOLIC HIGH SCHOOL



**Recruitment Pack for the Position of:
HEADTEACHER'S PA, HR & COMMUNICATIONS MANAGER**

Welcome to St. Thomas More Catholic High School

Thank you for considering the vacant role here at St Thomas More Catholic High School. The successful candidate will have a direct impact on our continued success as a high performing academic school and a family school where our faith is nurtured.

Our school is currently the highest performing school in Cheshire East for Progress data with a P8 of 0.63. We are a Good school judged by Ofsted in March 2020, and the report displays a school which really cares. Our Diocesan inspection in 2017 judged the school as Outstanding.

Please look at our website and our school video to give you more of a flavour of our happy school. Our Catholic Social Teachings weave through all areas of school life, through our curriculum, personal development, policies and practices. I hope that the information you receive allows you to be motivated to apply for the vacant position. I do encourage you to come and visit the school and meet some of our staff and our wonderful pupils. Alternatively, contact the school if you have any direct questions.

Your application form and covering letter, including referees should be returned by the advertised closing date.

The completed application form and covering letter can be emailed to:
recruitment@st-thomasmore.cheshire.sch.uk

Kind regards



Mrs Katherine Packham
Headteacher



St Thomas More Catholic High School **Keeping Faith in Education**

St Thomas More Catholic High School is a high performing, oversubscribed, 11-16 school in the South Cheshire Catholic Multi Academy Trust in the Diocese of Shrewsbury which was once again rated Good by Ofsted in March 2020. Our most recent inspection in December 2023 by Shrewsbury Diocese rated us as an Outstanding Catholic school.

We have a well-deserved reputation for academic excellence balanced by outstanding pastoral care and support which allows our pupils to flourish and develop as rounded individuals.

We continue to focus relentlessly on the quality of teaching leading to excellent results for pupils, very high expectations of behaviour to create a calm and happy school, a strong good pastoral system to care for pupils and their needs, and a range of enrichment activities to engage and motivate pupils to contribute to their wider education to ensure that St Thomas More Catholic High School provides an outstanding education for all pupils.

Every school in the country with high ambitions for its young people would probably say the same, but we have a distinctive foundation or inspiration for our pursuit of excellence: our Catholic Christian values, based on the Gospel of Jesus Christ, which regards every person as a unique creation of God with an 'original gift' to offer the world. Our aim is to help pupils to discover the person they are called to be.

In the day to day life of the school, Catholic Social Teachings are evident in the culture of respect and the strong 'family' atmosphere which all our visitors comment on and our staff and pupils value highly. Our values and common purpose has enabled us to create a thriving community who experience a full and balanced education which prepares them to live a fulfilling life and able to grasp all job, career, high education and leisure opportunities which the world offers.

What is special about a Catholic School?

- | | |
|----------------------------------|-------------------------------------------------|
| ✦ Form prayers each day | ✦ Links with Global Schools |
| ✦ Assemblies | ✦ Caring ethos |
| ✦ Retreats | ✦ Inclusion for all |
| ✦ Liturgical events | ✦ Wellbeing Days |
| ✦ Faith in Action | ✦ Curriculum Core RE |
| ✦ Equality and Respect of all | ✦ Supporting the Church Catechetical Programmes |
| ✦ Relationship and Sex Education | ✦ Chaplaincy Team |

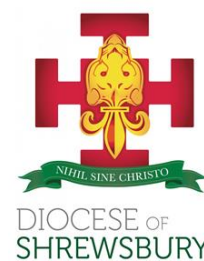
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KEY FACTS

LOCATION:	Crewe, Cheshire
DENOMINATION:	Roman Catholic
DIOCESE:	Shrewsbury
AGE RANGE:	11 - 16
NO OF PUPILS:	669
NUMBER OF STAFF:	79
% OF PUPILS ON FREE SCHOOL MEALS:	18.26%

Crewe is an established town in Cheshire with a population of approximately 84,000. Crewe is known for its large railway junction and its history of manufacturing and overhauling locomotives. Crewe was also the home of Rolls-Royce Motors from 1946 until 2002. The Pym's Lane factory now produces Bentley Motor Cars exclusively.

St Thomas More Catholic High School is located within the parish of St Mary's the Immaculate, Crewe, under the Diocese of Shrewsbury. We work closely with our partner feeder primary schools, St Mary's Catholic Primary School, Crewe; St Anne's Catholic Primary School, Nantwich and St Gabriel's Catholic High School, Alsager. With a PAN of 128 and approximately 650 pupils on roll the school is increasingly oversubscribed.



St Thomas More Catholic High School has an excellent reputation within the Catholic and local community. We are a successful and popular school. Examination results and Levels of Progress are above local and national averages across Key Stage 3 and 4. Please read our latest Ofsted Report to find out more:

<https://files.ofsted.gov.uk/v1/file/50151054>



Job Description

Reports to: School Business Manager

Headteachers PA

Key purpose of the job

- Provide a full personal assistance/confidential secretarial service to the Headteacher (including diary, word processing and confidential correspondence) to support them in managing the school. Minute taking, supporting the Leadership team where necessary.
- Manage a Public Relations role with teaching and support staff, parents, students, Governors, the community and external agencies with and on behalf of the Head to foster good relationships for the benefit of the School.
- Provide administrative support in managing the School Calendar and School Website, maintaining agreed quality standards for the production of documentation for circulation in school and distribution to parents, pupils and the community to facilitate the effective functioning of the School.
- Maintain the Headteacher's filing and record systems to ensure the provision of a quality service for the School.
- Update and maintain line and performance management structures as required.
- Undertake routine duties (e.g. reception work) as necessary to ensure the provision of a quality service for the School.

Safeguarding

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

HR & Communications Manager

Key purpose of the job

- To provide strategic direction to the School Leadership Group for staff development within STM.
- To advise the School Leadership Team, and where necessary, the Governing Body, on all matters of relevant HR Policies, Administration and Employment Law.
- To manage and lead all aspects of recruitment of staff to the Academy.
- To provide a support function for staff relating to any matters relating to their employment.
- To ensure accurate record keeping and administration to support the HR function.
- To manage and maintain the schools payroll.
- Working in conjunction with SLT to implement strategic use of communication channels to promote the school and help to deliver organisational goals
- Working in conjunction with SLT to deliver an internal communications protocols and initiatives that provide informative and engaging communications

Key Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

1. Recruitment, Selection & Resourcing

Manage the recruitment process, including;

- Write and review Job Descriptions and Person Specifications.
- Produce and place advertisements – publications and internet.
- Manage the interview & recruitment process in line with safer recruitment procedures.

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- Responsible for obtaining identification papers, review of references, appropriate right to work and DBS clearance.
- Writing letters of appointment, issuing contracts of employment and providing any associated documentation during the employment lifecycle of a member of staff.
- To maintain and manage the Academy's Single Central Record for Safeguarding and Vetting, ensuring the Academy meets all legal requirements for the checking of eligibility to work and identity of individuals
- Work with SLT to review and identify staffing needs and notify the Head in a timely manner.

2. Pay and Employee Relations

- Submit payroll monthly including any variation to contracts /pay & pensions.
- Checking draft monthly payroll for authorisation
- To support local trade union consultative committee, including servicing meetings.
- To advise managers on policies and procedures and their use, e.g. capability, grievance and disciplinary.
- To liaise with local unions as appropriate.
- To be familiar and updated with group policies and procedures and the group pay system.
- To refer to Cheshire East HR as necessary.

3. Performance Management and Attendance

- To ensure that managers are trained and competent in the use of the Performance Management framework and the annual performance process is completed on schedule for all staff and both local and national reporting requirements are achieved.
- To advise managers on the use of the sickness/absence policy and ensure that early action is taken, including occupational health referrals.
- Working with the Head and the Senior Leadership Team.
- Hold return to work/absence management meetings with staff as necessary.
- Manage all aspects of Maternity and Paternity leave.
- Ensure all HR policies are adhered to and seek advice from Cheshire East HR.

4. Training & Development

- To assist SLT in managing and reviewing training and development programmes relating to teaching staff.
- To assist SLT in maintaining a training plan and induction process for teaching staff.
- To devise and review training and development programmes relating to support staff.
- To construct an annual in-house training plan for support staff in conjunction with line managers.
- To develop and implement a new induction schedule for all new support staff as appropriate.

5. Management and Administration

- To ensure that all electronic and manual personnel records are kept appropriately and reviewed as required by legislation and policy.
- To ensure that the payroll and HR system are updated and correct.
- To process workforce Census and other returns.
- To ensure efficient administration services are provided to all stakeholders.
- Provide line manage members of the administration team

6. Communications

- To work with SLT in implementing communications strategies and campaigns
- To ensure appropriate delegation of home school communications enabling consistent tone of voice and appropriate method of delivery for all school communications across formal and informal

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- channels (letter, email & social media)
- Working with SLT creating and delivering internal communications plan that delivers timely, informative updates that will foster employee moral
- Ensure effective monitoring of communications and reporting of key performance indicators

General

All Academy staff are expected to:

- Work towards and support STM's vision and the objectives.
- Support and contribute to the Academy's responsibility for safeguarding students.
- Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff.
- Ensure that the confidentiality of sensitive information and data is not compromised.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the pupils in their charge.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Person Specification : HR Manager

ESSENTAIL

- ▶ Proven track record in successfully providing HR support

DESIRABLE:

- ▶ CIPD Qualification

Skills and Ability:

ESSENTAIL

- ▶ High standards of attention to detail
- ▶ Ability to work to deadlines
- ▶ Commitment to HR principles
- ▶ Monitoring compliance and quality
- ▶ Ensuring procedures are adhered to by building a positive rapport with staff
- ▶ Persistent, assertive but fair
- ▶ Advice, guidance and supportive
- ▶ Confidentiality
- ▶ Using initiative and interpreting need/issues from minimal information
- ▶ Genuine ability to multitask and balance a demanding and variable workload
- ▶ To be proactive, creative and resourceful with service provision
- ▶ Good communication, interpersonal and liaison skills to a variety of audiences
- ▶ Effective team working
- ▶ Highly flexible
- ▶ Organised and methodical manner
- ▶ Maintain efficient record keeping systems
- ▶ Excellent computer skills for accurate computer input and retrieval

Disposition / Attitude:

- ▶ Confident and professional with a good sense of humour
- ▶ Resilient
- ▶ Proactive and innovative
- ▶ Commitment to Child Protection, Health & Safety, Equal Opportunities and Safeguarding the welfare of children

Knowledge and Experience:

- ▶ Undertaking a range of clerical / administrative duties and providing excellent customer service
- ▶ Producing work of a high standard and organising work
- ▶ Interacting with a wide range of people including students
- ▶ Monitoring and referring compliance and producing reports
- ▶ A range of computer applications including Word, Excel and Management Information Systems

DESIRABLE:

- ▶ Understanding the workings of a school HR Administration system, policies and procedures
- ▶ Some knowledge of Employment Law
- ▶ Risk assessments
- ▶ Bromcom knowledge

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ENHANCED DISCLOSURE

Thank you for interest in St Thomas More Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.



"Our school community believes in every person, encouraging their love of learning, their love of each other and their love of Christ"