



EVEREST COMMUNITY
ACADEMY

PA TO SCHOOL BUSINESS MANAGER

Application Pack



Bourne Education Trust



WELCOME

MESSAGE

Alison Reid

Headteacher

Thank you for expressing an interest in the position of PA to School Business Manager at Everest Community Academy.

At Everest we believe in celebrating success and strongly believe that 'success is an attitude'. We provide a supportive yet vibrant environment through which we nurture confident, ambitious students who embrace community, tolerance and have high aspirations. We are committed to excellence in learning and teaching, and our priority as a school is to ensure our students achieve more than they ever thought possible.

Your application should explain your suitability for the role in the job description and should be tailored to meet the person specification in terms of your knowledge, skills, and qualifications.

This is an exciting opportunity to work within an energetic and determined staff team as we continue in the next stage of the school's development. The successful candidate will be a team player, who can motivate and inspire all key stakeholders. You will have high expectations for all and tenacity to drive change.

We look forward to receiving your application, please be aware that the closing date for applications is midday on 23rd February 2025.



EVEREST OVERVIEW

ABOUT US

At Everest Community Academy we recognise the importance of academic success whilst embracing our wider role in preparing students for their adult life beyond the formal examined curriculum. We believe in high aspirations and strongly believe that ‘success is an attitude.’

With specialist teachers in every area, we are proud to be one of the most improved schools in Hampshire with a recent Ofsted rating of ‘Good.’ [Click here](#) to view Everest Community Academy’s latest Ofsted report.

We have a full complement of highly skilled governors and committed leaders who are excited about working with their next leader.

Our aim is for our students to experience the best curriculum and school experience to develop into happy, confident, resilient individuals.

For further information about Everest Community Academy please visit www.everestcommunityacademy.org.

CONTEXT

Providing the best quality of education is our priority, but it is of equal importance to offer a caring and supportive environment with a strong pastoral structure. We are proud to serve the local community of Popley and the surrounding area. Our current cohort of students includes 35% who are eligible for Pupil Premium Funding, 12% who speak English as an additional language and 23% who have SEND. We have thought carefully about our staff skills base and have a strong family engagement team and excellent links with external agencies.

For further information please visit www.everestcommunityacademy.org.

FACILITIES

All teachers have specialist classrooms and departments are well resourced to deliver the curriculum. The school is modern and well designed. There is a STEM specialist area, family engagement centre, SEND facility with sensory break out space based in "The Link" and an alternative provision resource base. There are outdoor and indoor sports facilities with 3G and 4G pitches along with a well-appointed multi-functional gym on site. Parking is freely available.



CURRICULUM & OUTCOMES

Everest is built around five pillars of learning - healthy bodies, active minds, creative confidence, global citizens and future ready. These underpin and are woven through our curriculum offer. Bespoke pathways range from E-bacc including triple science options to vocational offers and an alternative provision pathway which includes functional skills and work experience.

Whilst 2023 results are not yet formally published, 47% of students achieved English and Maths at level 4 or higher.



OUR VISION & VALUES



ASPIRE

We unashamedly pursue success and provide an aspirational culture to support our students to realise their individual potential and show them what they can be.

ENRICH

We strive to provide life-enhancing opportunities to develop our students both within and outside of the classroom.

BELONG


Our school is a caring and inclusive community school where all feel welcome and safe to be themselves.

VISION

Everest Community Academy will be the school of choice for students, parents, staff and employers. An exciting and vibrant place to learn and work, it will provide our students with the opportunities, values and attitudes to succeed in life and their future careers

STRATEGY

To ensure that our activities deliver excellent outcomes for our students, we have defined four strategic areas. These set out a clear framework within which we align our educational objectives and curriculum initiatives: quality of education; behaviour & attitudes; personal development and leadership & management.



BOURNE EDUCATION TRUST OVERVIEW

ABOUT BET



Bourne Education Trust ('BET') is a successful multi-academy trust made up of twenty three schools (plus four further associate schools), across primary, secondary and specialist school phases in Surrey, Hampshire and the London Borough of Richmond upon Thames.

Specialising in supporting schools to improve their performance, BET continues to grow a community of like-minded academies with the highest aspiration and dedication to achieving the best outcomes for their learners.

At BET, we are responsible for the education of approximately 13,000 pupils and employ a dedicated team of just over 1,500 staff members. Our organisational structure is designed to facilitate collaboration and innovation, with schools grouped into phases and clusters to further allow specialised and cross-phase work.

The size of our schools range from a one-form entry primary to an eight-form entry secondary school with a sixth form, however schools are equally important and carry the same influence in terms of decision-making in line with our commitment to inclusivity and fairness.

Central to our mission is the belief that every child, regardless of their background, deserves access to a high-quality education and as an employer we know that our people are the key to our success - so for this reason you will find a culture of excellence across our schools, inspiring confidence and belief in our communities.

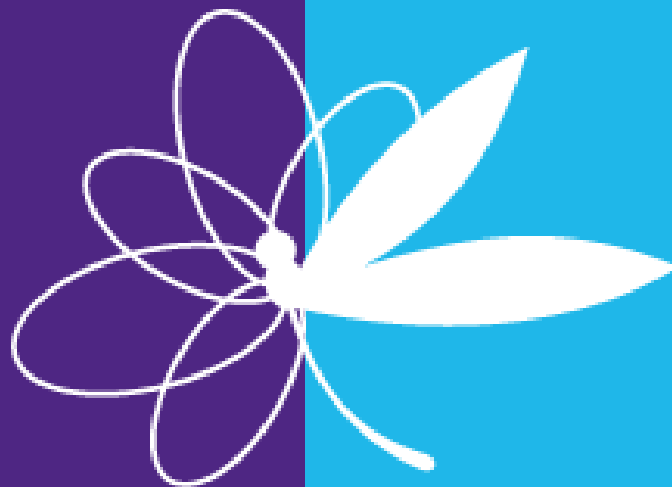
BET VALUES

BET's values are summarised by our strapline: 'Transforming schools; changing lives'. We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not always experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe pupils with excellent relationships between them and the staff. In all classrooms and beyond pupils enjoy creative and effective teaching and learning that fosters belief and confidence.

BET PHILOSOPHY

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. We are highly focussed on our work on equality, diversity and inclusion ('EDI') and environment, social and governance ('ESG') to ensure our organisation is highly sustainable and a driver for social justice. This permeates through our Trust-wide think tank, our CPD offer and our quality assurance approach.

For more information, please visit our website www.bourne.education.





BET BEHAVIOURS

4 shared behaviours - we are reflective, aspirational, optimistic and inclusive.

REFLECTIVE

- ✓ Being outward facing and continually scanning the horizon
- ✓ Making decisions carefully, drawing on evidence, risk analysis and research
- ✓ Deploying school resources so they are sustainable and have long-term impact to safeguard the future for our young people
- ✓ Learning without borders by working with and learning from different phases, specialisms and sectors

ASPIRATIONAL

- ✓ Creating a culture of high performance and professionalism where morale, health and wellbeing are high
- ✓ Holding one another to account and having the courage to challenge and to question
- ✓ Creating great places to work where people feel supported, empowered and encouraged to achieve their ambitions
- ✓ Creating community confidence and pride in our schools and Trust

OPTIMISTIC

- ✓ Being resilient, energetic, proactive and positive whilst taking responsibility for solving issues
- ✓ Believing that everyone has potential, is valued and can contribute Clearly identifying and sharing why we do what we do
- ✓ Focusing on the team's outcome and not just the individual

INCLUSIVE

- ✓ Acting as a positive force for equality; creating communities where everyone can be their authentic self and have a sense of belonging
- ✓ Committing to social justice and sustainable leadership whilst acting with humility and integrity
- ✓ Learning about our biases and blind spots and challenging expectations and stereotypes
- ✓ Showing high levels of emotional intelligence, being highly visible and communicating precisely, accessibly, and confidently

JOB DESCRIPTION



Location:	Everest Community Academy, Basingstoke, Hampshire, RG24 9UP
Contract:	33 hours per week, term time (37 weeks per year). This role is tied funding linked to the continued employment of the incumbent Business Manager which is currently expected to be in place until May 2027
Salary:	Grade E: £23,368 - £25,616 (FTE £32,149 - £35,241)
Benefits:	Condensed school year; LGPS workplace pension; occupational sick pay; recognition policies; access to in-house, external and bespoke CPD, including nationally recognised qualifications where appropriate; HR and wellbeing support; family friendly policies; staff benefits scheme including 24/7 online GP service, Cycle to Work scheme and free online fitness classes

ROLE PURPOSE

To provide comprehensive support to the Business Manager, enabling them to perform their administrative, financial, and operational tasks efficiently and effectively. The Personal Assistant will facilitate the Business Manager's duties by providing tailored support, particularly in areas requiring accessibility and organisational assistance.

RESPONSIBLE TO:

Business Manager and Ultimately Headteacher

MAIN DUTIES & RESPONSIBILITIES

Administrative Support:

- Assist with proof-reading, drafting, and responding to emails and other written communications.
- Organise and manage the Business Manager's schedule, including setting reminders for meetings and deadlines.
- Prepare and format Microsoft Office documents to defined standards.

Meeting and Presentation Assistance:

- Provide support during meetings, such as taking notes, summarising discussions, and ensuring presentation materials meet defined standards.
- Assist with the preparation and formatting of presentations,
- Help navigate and participate in virtual and face to face meetings.

Task Management and Focus:

- Help prioritise tasks and manage workload to accommodate varying needs of the school and the trust.
- Provide reminders and prompts to help the Business Manager stay on task and manage time effectively.

Communication Facilitation:

- Facilitate effective communication between the Business Manager and other staff members.
- Ensure that the Business Manager's preferred methods of communication are utilised.

Professional Development:

- Support the Business Manager in their continuing professional development by assisting with the organisation of training and development activities.

Confidentiality and Professionalism:

- Maintain confidentiality and act with integrity in all interactions.
- Demonstrate professional regard for the Trust's ethos, policies, and practices.

KEY SKILLS REQUIRED:

- An awareness, understanding and commitment to the protection and safeguarding of children (E)
- Minimum 2 Years of relevant work experience (E)
- Proven track record of continuous professional development (E)
- Experience of preparing and presenting financial reports (D)
- Ability to demonstrate good numeracy and literacy skills (E)
- Ability to evidence experience of prioritising, planning, organising, and meeting deadlines (E)
- Ability to demonstrate meticulous attention to detail, analytical skills and problem solving (E)
- Evidence of excellent interpersonal skills, and engagement with a range of stakeholders (E)
- Knowledge of school or schools' administrative and accounting systems, particularly PS Financials, Arbor, GDPRiS and Edupay (D)

WORKING CONDITIONS:

- The role may require flexibility in working hours and locations to support the Business Manager's schedule.
- The Personal Assistant will work primarily within the school environment but may also need to support virtual meetings and remote tasks.
- The employment contract for this role is tied funding linked to the continued employment of the incumbent Business Manager which is currently expected to be in place until May 2027.

PERSONAL QUALITIES

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



APPLICATION PROCESS

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is 23rd February at 12pm, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

To apply for this position, you must complete our online application form (CVs without a fully completed application form will not be considered). Candidates applying via other job sites should follow the instructions provided.

We would welcome the opportunity to show you around the school and to answer any questions. To arrange a visit or to discuss the role further, please contact: Karen Tull on careers@everestcommunityacademy.org

SAFEGUARDING:

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES:

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.