



Teaching School Advisor / Office Leader

Are you a forward thinking, energetic person, searching for a new and exciting opportunity?

Do you have Personal Assistant skills with experience of HR Management who would relish a career which offers more purpose, challenge, variety and innovation?

We are looking for a new Teaching School Advisor/Office Leader to join our committed and passionate staff, to continue to develop our Teaching School as a leading hub of excellence in education; supporting other schools and working with partners across the Black Country and beyond to impact positively upon the lives of pupils in the area. Combining this with an Office Leader role to ensure the efficient, smooth-running of the School including HR Management, this is an exciting opportunity for someone who wants to 'make a real difference' and be part of a winning team.

Role commences: April 2021

Salary: £27741 - £31346 – Full Time Equivalent (Actual Salary £23613 - £26682)

Location: Pelsall, Walsall

Contract type: Term Time Only plus 2 weeks – 37 hours per week

You will need to have:

- A proven track record of successful support to a senior manager / management team
- Adaptability and the ability to pick up new systems and initiatives
- Excellent organisational skills with attention to detail and accuracy
- Ability to manage multiple tasks and deadlines, work well under pressure and have a Growth Mindset
- Creative thinker who is solution focused
- Excellent time management skills and the ability to work without supervision
- Discretion, tact and confidentiality
- Excellent literacy skills to prepare correspondence and reports and maintain records to a high standard
- Confident interaction with colleagues, governors, parents, pupils and the wider community
- Excellent telephone manner in dealing with a range of callers and visitors face to face.
- Flexibility to work early or late and at events as necessary
- Excellent IT skills: Working knowledge of G-Suite and MS Office; as well as management of Facebook and Twitter and website management
- Grade 4 and above in Maths and English GCSE

Ideally, you will already have experience:

- Creative flair
- A levels/Degree
- Relevant HR Management Qualification
- Experience in the world of work



And possibly some experience in a primary school setting, although we welcome the transferable expertise and experience gained in other settings.

Ryders Hayes School is a popular, highly regarded primary school in Pelsall, Walsall. Always at the cutting edge of education, we were one of the first Primary Academy Converters and Teaching Schools in the country. A caring school, judged 'Good' by OFSTED and expecting a return visit to be considered for OUTSTANDING, we are committed to giving our pupils the opportunity to grow; to learn new skills, and to develop their potential to be the best they can be. Our 'child centred, learning focused' approach, reflects our desire to create an environment where young people get the best possible start in life, together with strong parental engagement, to develop a clear set of values and academic attainment as rounded, confident young people, of good character, well prepared for their futures in a rapidly changing world.

Ryders Hayes was established as a Teaching Schools in 2011 and has a strong reputation across the Black Country for provision of: school to school support; leadership development; coaching; moderation and Early Years expertise. It has designated more than 40 Specialist Leaders of Education (SLEs) who are deployed in schools across the Black Country to raise standards. It is one of the largest primary providers in the area of Initial Teacher Training, (ITT) working in partnership with Evolve Teaching School for 2021/22. A purpose-built, self-contained, modern training facility, with capacity to train up to 50 delegates at any one time is available on the school site.

Our vision is: to nurture and facilitate the growth of our pupils and their learning; equipping them with the skills and attributes to embrace the challenges of a rapidly changing world. To enjoy success for today and be prepared for tomorrow, by instilling the values of:

Enquiry, Adaptability, Resilience, Morality, Effective Communication, Thoughtfulness, Collaboration, Respect, International /open mindedness, and Growth Mindset.

Our positive and dynamic learning environment is an equally exciting and stimulating place in which to develop as a member of staff, where talent is nurtured; collegiate support is strong; employment is flexible around family life (P/T working available, time allowed for important family events; subsidised child-care costs etc), and excellent opportunities for:

- developing your role and using your initiative
- bespoke CPD;
- fast-tracking/career progression;
- leadership experience;
- training to become a coach/facilitator within Teaching School;
- partnership working;
- funded research and access to our own Masters Hub.

If this advertisement interests you and you think you 'fit the bill', then please contact Sally Miner, Head Teacher, or Jaz Paul, Head of School by emailing j.tolley@ryders-hayes.co.uk for an informal visit (strongly recommended) or telephone conversation, or by calling Julie Tolley on 01922 683008. An application form is available on our website www.ryders-hayes.co.uk or by emailing j.tolley@ryders-hayes.co.uk



Closing date: 30th October, 2020

Interviews: TBC

To start April 2021

Please return your application form to j.tolley@ryders-hayes.co.uk or to the school office.

You may also be interested in applying for the Clerk to the Governors role that is being advertised separately but could be undertaken by the post holder for this role.

Ryders Hayes School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.