



St. Richard's Catholic College

A National Teaching School, a National Support School and a High Performing Specialist Science College



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Principal: D. Cronin, N.P.Q.H., M.A., B.Ed.

June 2021

Dear Applicant

Thank you for your enquiry for the post of PA to the Principal. This post requires a highly skilled and professional individual able to make a significant contribution to the smooth running of our school through their support of the Headteacher.

The college roll is at present 1027. The school enjoys an excellent reputation in the community and our numbers for admissions are over-subscribed each year. The examination results (2018-19) were 78% 4-9 grades in English and Maths and 59% 5-9 grades including Maths and English (BASICS measure). Centre Assessed Grades in 2020 were 89% 4-9 grades in English and Maths and 66% 5-9 grades including Maths and English.

Our last OFSTED inspection (2006) rated the school as outstanding as did our most recent Diocesan Inspection (November 2018). Visitors to the college often comment on our 'strong' family atmosphere, supportive ethos and Christ-centred caring environment. Pupils are positive, respectful and fully engaged in their learning. They enjoy coming to school and each is encouraged to develop to the full. Ours is a 'can do' culture with the belief that everyone can achieve. We are a National Teaching School and a Specialist Science College with High Performing Specialist School status and we have Leading Edge status, International School status, Prince's Teaching Institute 2018 Mark, Fairtrade Fair Achiever Award status, Artsmark Gold Award, Space Education Quality Mark as well as Gifted and Talented Lead School status. During 2018-19, the school was awarded three Exceptional Education Awards at Transforming level in 'Climate for Learning', 'Leadership with Moral Purpose' and 'Engagement with Stakeholders'. In 2020, we were awarded two more Exceptional Education Awards in 'Professional Learning' and 'Variety of Teaching Approaches'. Our Diocesan Inspection of November 2018 rated the school 'outstanding' in every aspect. We are ambitious to be regarded as one of the best schools in England.

The successful candidate will be extremely efficient and will be expected to have a high degree of accuracy and an ability to use his/her initiative. He/she will be expected to be discreet, have a welcoming telephone manner and be able to prioritise the range of daily tasks required in this role.

This is a crucial role as the successful candidate will ensure the efficiency of myself and the Leadership and Management Team.

If you would like to be considered for this important role then please complete the application form ensuring there are no gaps in chronology of your study or employment. Please attach a supporting statement of no more than two sides of A4 which outlines:

- Why you feel you are the right candidate for the post;
- What you believe makes a great PA for a Headteacher and the qualities and experience you have;
- Strategies that you would use to ensure that you would provide excellent support to the Headteacher and the LMT.

The closing date is Wednesday, 23rd June 2021.

If you have any questions about the post then please email pa@strichardscc.com.

Thank you for your interest and I look forward to receiving your application.

Yours sincerely

Miss D Cronin
Principal

