



Personal Assistant (PA) to the Headteacher

To start September 2025

Permanent Position

**12 hours per week, term time only (+ 2 weeks)
(Specific hours to be agreed at interview)**

Pay grade: H4: 6-9

Full time salary: £25,183 - £26,409

Pro-rata salary: £7,174 - £7,523

Middleton school is a happy, vibrant environment and our motto "Learning for Life" reflects our school ethos. We nurture pupils to develop their key strengths and personal interests with a clear focus upon optimum independence as young adults. We believe learning should be fun, meaningful and empowering for all students whilst also placing a strong emphasis upon how we interact with one another, always valuing respect for all.

- Debbie Hartley (Headteacher)

JOB TITLE: Personal Assistant (to Headteacher)

JOB PURPOSE

- To provide an efficient, confidential and personal service to the Headteacher, carrying out a range of secretarial and administration tasks and maintaining efficient running of the Headteacher's daily business.

RESPONSIBILITIES

- Act as a first point of contact in response to telephone enquiries and visitors coming into school to see the Head
- Organise and manage the Headteacher's diary and time alerting them to upcoming events and meetings
- Manage and sort incoming emails to the Headteacher's account and handle post
- Alert the Headteacher to arising queries and potential issues
- Prepare documentation including agenda's, set up meeting spaces and issue agenda's for staff and other meetings
- Take and distribute minutes of weekly staff meetings and other occasions where required
- Answer the telephone, ensure calls and messages are directed clearly and queries responded to efficiently
- Act as a liaison between the Headteacher and Governors and aid in the preparation of documentation for governing body meetings
- Assist with making arrangements for visitors coming into school, e.g. governors, local authority personnel and other external agencies
- Liaise with internal and external stakeholders including staff, parents, governors and local authority personnel
- Create and maintain electronic and/or paper filing systems
- Coordinate the flow of information both internally and externally
- Produce written communication via text, email or letters
- Assist the Headteacher in the production of reports, policies and other publications
- Produce marketing and promotion material for the school i.e. prospectus's
- Provide general administrative support e.g. photocopying, filing, archiving, and completion of routine forms and other ad hoc duties
- Where required provide administrative support to the Deputy and Assistant Head

***The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary and be willing to undertake any other duties commensurate with the grade.**

EQUALITIES

Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service. If you are invited to an interview you will receive more information.

ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

SUPERVISION

The post holder will report directly to the Headteacher but may be supervised by the Deputy or Assistant Head in her absence.

QUALITIES;

- Ability to maintain confidentiality
- Excellent communication skills
- Strong interpersonal skills
- Able to prioritise and work on own initiative
- Able to relate well to a wide variety of people in different situations, such as pupils, parents, teachers, governors and other professionals
- The jobholder must provide an administrative support service and be flexible with a 'can do' attitude.

DIMENSIONS

- The jobholder has responsibility providing a supportive administrative support role to the Headteacher.
- Will require liaison with other school staff and members of SLT, parents/carers, governors and external agencies

PHYSICAL EFFORT

Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

WORKING ENVIRONMENT

Work is normally carried out in an office environment

QUALIFICATIONS AND TRAINING

- Experienced user of Microsoft Word, Excel and other applications
- Excellent literacy and numeracy – GCSE Maths and English or equivalent
- Excellent clerical and administrative skills

PERSON SPECIFICATION

Qualifications	Essential	Desirable
• Knowledge of Microsoft Office software packages	x	
• Good standard of education to include Grade C English and Maths or equivalent	x	
• Relevant qualifications in administration or secretarial work		x
• Commitment to ongoing professional development/training	x	

Experience	Essential	Desirable
• Previous experience in a similar role		x
• Experience of using a school system such as SIMS and Schoolcomms		x
• Experience of a school environment		x
• Working with confidential and sensitive information		
• Experience in managing diaries and scheduling meetings		x

Skills & Knowledge	Essential	Desirable
• Ability to work under pressure, managing time effectively and prioritising workload	x	
• Understanding of the schools ethos and values	x	
• Strong written and verbal communication skills with excellent attention to detail	x	
• Basic understanding of safeguarding issues	x	
• Understanding of the needs of children with learning difficulties		x
• Ability to work independently and as part of a team as required	x	
• To deal with sensitive issues maintaining confidentiality at all times	x	
• Ability to be proactive as well as reactive	x	
• To be able to build and maintain effective working relationships with a range of people		
• Ability to act in a professional and sensitive manner at all times	x	
• Deals with difficult situations effectively	x	
• Patient, flexible and adaptable, meticulous and conscientious		