



Job Description and Person Specification

Headmaster's Personal Assistant (PA)

The Cardinal Vaughan Memorial School

Grade: SO1

Reporting to: Senior Leadership Team

The Saint John Southworth Catholic Academy Trust (and its commercial trading subsidiary and registered charitable foundation) is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This is a school-based role that will involve contact with children.

Job Description

Key Duties and Responsibilities

- To support the Headmaster and the SLT to be effective in leading and managing all aspects of the Cardinal Vaughan Memorial School to impact on the quality of the Catholic Curriculum the students experience and their achievement
- To provide a confidential and personal assistance to the Headmaster
- To oversee the effectiveness of the Reception and School Office
- To support the SLT, as required, with a confidential secretarial service
- To liaise, with tact and diplomacy with other school staff and others outside the school, particularly families, local schools and parishes, the Diocese, Local Authorities, other professional agencies and the local community in general
- To act as a point of contact for queries to the SLT
- To produce daily briefing notes and ensure they are communicated internally
- To produce a weekly agenda for SLT meetings
- To deal with queries, especially in the absence of the Headmaster, and decide how to deal with the query, consulting with the SLT as appropriate
- To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the Headmaster's work including the management of their diary, correspondence, managing all arrangements relating to attending courses and meetings, whole school events, exclusions and personnel work
- To liaise with the SLT and Chaplain (and other staff as appropriate) to collate and produce the Headmaster's reports to stakeholders
- To produce high quality school publications, policies documents, briefings, reports and presentations, as required
- To open correspondence addressed to the Chair of the Local Governing Body (LGB), including all highly confidential correspondence and in consultation with the Chair of the LGB / Headmaster, take appropriate action
- To take minutes of meetings as required
- To be responsible for all the Headmaster's administrative filing
- To liaise with the Local Governing Body in arranging governor's meetings, disciplinary panels, re-admission meetings and any other meetings as required, carrying out all necessary administrative tasks in connection with this, including the preparation of appeal documentation, information regarding fixed term and permanent exclusions and other disciplinary matters
- To manage hospitality for meetings and events/functions throughout the year
- To liaise with the Assistant Headteacher on the review and revision of the Staff Handbook
- To liaise with the Assistant Headteacher on drafting the academic year term dates, to present to the LGB for approval

- To support the Human Resources Team with the maintenance of the Single Central Record (SCR) for all those working or volunteering at the school
- To line manage the Reception and School Office staff, being responsible for their performance management, supporting their professional development and ensuring best practice is observed
- To provide effective administrative support to the Governance Team for effective running of the meetings
- To seek advice from specialists on behalf of the LGB on queries or legal matters
- To welcome and provide refreshments for visitors to the school as appropriate
- To manage whole-school events for students, staff and governors
- To oversee and deal with parental queries, especially complaints, deciding what action needs to be taken and by whom
- To deal quickly and calmly with any emergencies giving accurate information to the emergency services when required
- To ensure that pupil registers and staff lists are taken to emergency meeting points in the event of a fire or other emergency which requires the school to be evacuated
- To provide general administrative support at the Reception and School Office as necessary

Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Head
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- To uphold an individual and organisational commitment to a culture of safeguarding for all
- To be accountable to and carry out any reasonable request from the Headmaster/Line Manager

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

Date: May 2026

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.



Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> • Minimum of GCSE English and Maths (A*-C/4+) or equivalent 	<ul style="list-style-type: none"> • Evidence of relevant CPD 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Significant experience working in a busy administrative or PA role • Experience of providing high-level confidential support to senior leaders • Experience managing diaries, correspondence and minute-taking for senior staff • Experience producing professional documents, reports and publications • Experience managing or supervising staff and overseeing an office function • Experience liaising with multiple stakeholders including families, governors, external agencies and local authorities 	<ul style="list-style-type: none"> • Awareness of Catholic academy trusts • Experience working in a school environment or education-related setting • Experience preparing documentation for governors' meetings or legal/disciplinary panels • Experience managing exclusions administration 	<ul style="list-style-type: none"> • Application • Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Understands safeguarding procedures and is fully aware of Keeping Children Safe in Education and keeps knowledge up to date • Ability to work with a high degree of confidentiality, discretion and professionalism 	<ul style="list-style-type: none"> • Knowledge of Arbor, SCR requirements, safer recruitment guidance • Understanding of school governance and statutory reporting 	<ul style="list-style-type: none"> • Application • Interview • References

	<ul style="list-style-type: none"> • Excellent organisational skills, able to prioritise a varied workload and meet tight deadlines • Strong communication skills, both written and verbal, with the ability to liaise diplomatically at all levels • High-quality document production skills: policies, reports, agendas, presentations, publications • Ability to interpret and apply statutory and safeguarding requirements, vetting, exclusions and governance • Ability to manage sensitive situations, complaints and urgent issues calmly and effectively • Skilled in handling data and maintaining files • Ability to manage events, hospitality and whole-school functions efficiently • Ability to make sound judgements, take initiative and work independently when required 		
<p>Character and Values</p>	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children A passion for education and a deepfelt desire to make a difference for young people 		<ul style="list-style-type: none"> • Application • Interview

	<ul style="list-style-type: none"> • Commitment to the Trust agenda for inclusion, diversity and equality • Commitment to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know and not being afraid to say, 'I do not know' • Emotionally intelligent: know when to direct and when to challenge • Able to listen and show awareness of other's sensitivities; have personal pride and lead by example • Understand the importance of work/life balance • Resilient, flexible and hardworking 		
<p>Personal Circumstances</p>	<ul style="list-style-type: none"> • Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 	<ul style="list-style-type: none"> • Flexible to support out of hours activity on occasion 	<ul style="list-style-type: none"> • References • Interview