



Saint Edmund Arrowsmith
Catholic Academy

Headteacher's PA/Office Manager Recruitment Pack



Pope Francis
Catholic Multi Academy Trust

Enabling schools, aspiration and
faith to flourish by:
Uplifting Hearts, Inspiring Minds

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy

Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.



Our School Values

Love, inspiration, Empowerment and joy

"The tangible sense of community among the staff illustrates the rapid growth in confidence that the overwhelming majority have in the direction that the school is moving." CSI, 2023

Our vision for St Edmund Arrowsmith Catholic Academy is that we create a community that is united through our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience, which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.

This aim is born from our mission statement, 'I have come in order that they may have life, life in all its fullness' John 10:10.



About The Role



Saint Edmund Arrowsmith
Catholic Academy



The Role

Are you passionate about supporting young people in their educational journey?

Do you want to be part of a community-centric Catholic school, helping us to continue to build excellence?

To continue to enhance our provision, we are seeking a dedicated and inspiring **Headteacher's PA/Office Manager** to join our welcoming and faith-filled community, with high-quality CPD and opportunities for professional development.

Join us in our mission to inspire and guide the next generation in faith and knowledge, by providing the best operational support possible to our school community.

This is a pivotal role at the heart of our school. As the PA to the Headteacher, you will provide confidential administrative support, manage complex diaries, and act as a first point of contact for stakeholders.

As Office Manager, you will oversee the smooth day-to-day running of the school office, admin and governance functions, ensuring a welcoming and efficient administrative environment.





General duties:

- ✳ To line manage all Admin Staff
- ✳ To oversee an effective and efficient HR administrative support to the assigned school ensuring confidentiality at all times.
- ✳ To provide professional PA support to the Headteacher
- ✳ To have oversight of HR and ensure HR processes and policies are implemented at the Academy.
- ✳ To support the Trust HR with absence management, recruitment, and payroll within the academy.
- ✳ To record and update payroll, SIMS and other systems with HR data, including new/leaving staff, staff changes
- ✳ To manage and record the single central record system
- ✳ To line manage the admin staff and be responsible for the delegation of work to them as appropriate to ensure the smooth running of the school office. Ensuring effective administrative practices and procedures are in place and that administrative tasks are dealt with efficiently and effectively, ensuring that deadlines are met
- ✳ To ensure reception is always covered and deal with any conflict that may arise.
- ✳ To ensure critical consumables such as ink for the visitor system and the franking machine do not run out, as well as the appropriate funds on the franking machine are available at all times.
- ✳ Have oversight of the office email ensuring that all requests are dealt with in a timely manner.
- ✳ To have oversight of shared mailboxes and forms e.g. Jobs, Absences, Shared Services, Overtime
- ✳ To manage the school's admin email inbox
- ✳ To manage and oversee the ordering of stationery for the Main Office
- ✳ To ensure FSM vouchers are processed accordingly when instructed
- ✳ To ensure documentations is ready and printed on time liaising with the appropriate SLT.
- ✳ To proactively oversee the administration timelines in conjunction with the academic calendar.

Post Title: Headteacher's PA/Office Manager

Pay Scale: Grade H - £31,232

Contract: 37 hours, TTO + 3 Weeks, permanent

Start Date: Immediate start.

Job Purpose: To lead and manage the office administration staff and be responsible for the provision of an efficient administrative and office support function for the school.

"[St Edmund Arrowsmith Catholic Academy] is ambitious for pupils to succeed... Staff foster positive relationships with their pupils... Pupils told inspectors that they feel safe... Staff know their pupils well and promote positive attitudes to learning. Pupils know whom they can talk to with any worries they may have." Ofsted, 2024



General Duties Continued...

- ✳ To conduct Line Management meetings and appraisal of identified members of the admin team.
- ✳ To ensure adequate administrative cover during school holidays, busy periods or in the case of staff absence.
- ✳ To be GDPR lead and collate/redact information to fulfil SAR / FOI requests
- ✳ Ensuring safeguarding is compliant for all visitors that ID and DBS are checked appropriate forms are completed at reception and filed /shredded accordingly
- ✳ To liaise with cover manager ensuring all agency vetting is present and accurate.
- ✳ Safeguard the visitor signing process.
- ✳ To build a strong working relationship with the Trust Finance/HR and liaise with them on all staff related issues.
- ✳ To ensure that all correspondence relating to HR is communicated to the Trust Finance/HR.
- ✳ To ensure that the administration of the appraisal process is completed for all staff, in liaison with the Headteacher
- ✳ To ensure that the administration of CPD for all staff is correctly completed and any certificates produced are filed
- ✳ To support Headteacher with administrative requirements as necessary.
- ✳ Arrange hospitality for inset days and other key school events
- ✳ Provide PA support to the Headteacher
- ✳ Manage emails
- ✳ Updating and maintaining calendar
- ✳ Manage meetings
- ✳ Record any complaints received regarding the Academy in line with agreed protocol and follow up outcomes.
- ✳ To monitor and distribute admin emails to relevant members of staff. Emails monitored and acted on where necessary on weekends and during holidays.
- ✳ To send all staff emails.
- ✳ To monitor and deal with on-call emails.
- ✳ To attend briefings, taking notes and send to Headteacher for approval then circulating to all staff.
- ✳ To prepare SLT agenda and paperwork.

"There is a sense of positive renewal about the school... The school has successfully placed Catholic life and mission at the centre, deriving the energy for improvement from the Word of God... The model for prayer and liturgy is exceptionally strong. This is making a lasting impact on the formation of students as well as staff."

CSI, 2023



General Duties Continued...

- ✳ To arrange return to work invites to meetings.
- ✳ To update parts of the Academy's website and liaise with the media lead.
- ✳ To prepare the academic calendar and maintaining throughout the year.
- ✳ To liaise with SLT preparing the Academy staff handbook.
- ✳ To liaise with new staff with regards to recruitment and organise induction and mandatory training, through liaising with SLT lead.
- ✳ To oversee suspensions which includes the following tasks, prepare suspension letter and send to relevant staff and local authority, update pupil record on SIMS and Tracker, arrange reviews where appropriate, collate all permanent exclusion and suspension paperwork.
- ✳ Prepare permanent exclusion and suspension review outcome letters.
- ✳ Take minutes of review meetings
- ✳ To prepare weekly staff and parent bulletins
- ✳ To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed.
- ✳ To keep up to date with changes in HR policies and ensure the correct Trust employment procedures are followed – including Induction, Exit Interviews, Probation Safeguarding Children.
- ✳ To act as clerk to Governors and liaise with the Trust / Trust governor services.
- ✳ Have knowledge of and comply with the academy policies and procedures. Report any concerns of breach of policy or procedure through the correct channels.
- ✳ Be aware of and support difference to help ensure that everyone has equal access to the services of the academy and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- ✳ Contribute to the Catholic Ethos of the academy.
- ✳ Contribute and support the aims of the academy development plan and evaluation process.
- ✳ Contribute and support any external monitoring, evaluation or review processes as required.
- ✳ Attend and participate in meetings as required.
- ✳ Participate on safeguarding training and follow the school safeguarding policy.
- ✳ Follow the school H&S policy and report any accidents and near misses to the main office.
- ✳ Create and maintain a purposeful, orderly and productive working environment.
- ✳ Work as part of a team, appreciating and supporting the role of other people in the team.



General Duties Continued...

- ✳ Recognise own strengths and areas of expertise and use these to advise and support others.
- ✳ Participate in the academy appraisal process, undertaking personal development through training and other learning activities.
- ✳ Accompany teaching staff and pupils on visits, trips and out of academy activities as required.
- ✳ Assist with the supervision of pupils out of directed lesson time, including lunchtime, break time, before start and after end of lessons, if appropriate and within working hours.
- ✳ Assist with after school hours calendared events as part of TTO+ days.
- ✳ Attend mandatory INSET days and after school hours calendared CPD as part of TTO+ days.
- ✳ Act as a First Aider, including the administration of medication. (Training will be provided)
- ✳ Act as a Fire Marshall. (Training will be provided)
- ✳ Act as an invigilator. (Training will be provided).
- ✳ Undertake additional duties as expected by the headteacher to ensure the effective running of the curriculum area.

Please Note

- ✳ This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.



Applicants must meet all of the essential requirements for this post.

Qualifications and Professional Development	Essential	Desirable
Qualifications relevant to post	X	
GCSE grade C (5) or equivalent in English and Mathematics	X	
Have undertaken training relevant to the post		X
Hold a first aid certificate		X
Evidence of continued professional development	X	
Be willing to undertake further training relevant to the post i.e. safeguarding training	X	

Knowledge, Skills and Competencies	Essential	Desirable
Proven experience in a senior administrative or office management role	X	
Experience of working in a school or educational setting		X
Line management experience including appraisal and delegation	X	
Experience with HR processes, including recruitment, absence management, and payroll support	X	
Experience maintaining confidential records and handling sensitive data	X	
Experience of diary management and providing PA support at senior level	X	
Experience of working with MIS systems (e.g. SIMS)	X	
Experience managing GDPR compliance and responding to SAR/FOI requests		X
Experience as Clerk to Governors or in governance administration		X
Excellent written and verbal communication skills	X	
Strong organisational skills and attention to detail	X	
Ability to manage conflicting priorities and work to tight deadlines	X	



Knowledge, Skills and Competencies	Essential	Desirable
Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)	X	
Familiarity with HR systems and protocols		X
Understanding of safeguarding and safer recruitment processes	X	
Working knowledge of school policies, procedures and statutory requirements		X
Knowledge of Catholic ethos and ability to support the school's mission		X
Ability to update and maintain school website and communications		X

Personal Traits

- Professionalism and discretion in handling sensitive information
- Ability to work independently and as part of a team
- Commitment to high standards and continual improvement
- Flexible, resilient and proactive attitude
- Commitment to safeguarding and promoting the welfare of children and young people
- Willingness to attend school events, INSET, and work flexibly when needed
- Positive and solution-focused approach to problem solving

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

If you have any feedback on the application process and how we can make it more accessible, please let us know via info@pfcmat.org.

What Can We Offer You?



Proud to be part of

Pope Francis
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in a role at a Pope Francis Catholic Multi Academy Trust school.

We were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool with three secondary schools, and four primary schools, across Bootle and Knowsley.

The Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: 'Uplifting Hearts, Inspiring Minds'. Being part of a Trust is like **a family of schools at which you are always welcome**, and which help each other to provide better opportunities for all staff, pupils and our local communities.

What We Offer For All Staff

We recognise that **employee wellbeing and work-life balance are essential** to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Please take a look at our website and social media channels to get a real sense of the support that we provide to all our employees, including our full staff benefits package: [www.pfcmat.org/Staff-Benefits- Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

All our schools will be delighted to have informal conversations with potential candidates before the closing date. We look forward to receiving your application.



Andrew Dawson

Andrew Dawson, CEO

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy



Dear Candidate,

Thank you for your interest in the position as **Headteacher's PA/Office Manager**. As Acting Headteacher for Saint Edmund Arrowsmith, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. **Our exceptional curriculum will provide pupils with powerful academic knowledge and character development**, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. **We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all.** Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them. Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish. **If you wish to join me on our journey, I welcome your application.**

Mrs C. McKenna Acting Headteacher
Saint Edmund Arrowsmith Catholic Academy



How to apply

To apply for this post, please use our website 'Vacancies' page to find each document to be completed and submitted alongside your cover letter.

This will include:

- ✳ CES Application Form
- ✳ CES Consent to Obtain References CES
- ✳ Monitoring Form
- ✳ Rehabilitation of Offenders Act 1974 Disclosure Form
- ✳ Covering letter stating how your skills and experience meet the job description and person specification.

Closing Date: Thursday 10th July 12pm

Completed applications should be clearly marked with the post title and returned electronically to our School Business Manager, Mr John Adamopoulos at jobs@seaca.pfcmat.org.

We reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible.

Pope Francis CMAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding children and young people, and we can expect all staff and volunteers to share this commitment.

Please see our Child Protection and Safeguarding Policy here: stedmundarrowsmithcatholicacademy.org/Policies/

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.