



# **Job Description and Person Specification**

## **Headteacher's Personal Assistant (PA) & Senior Leadership Team (SLT) Support**

St Thomas More Language College

Grade: SO1

Reporting to: Headteacher

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

### General

- To support the Headteacher and the SLT to be effective in leading and managing all aspects of St Thomas Language College (STMLC) to impact on the quality of the Catholic Curriculum the students experience and their achievement
- To provide a confidential and personal assistance to the Headteacher
- To manage all staff appointments and all Human Resources (HR)/personnel matters
- To oversee the effectiveness of the Reception/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 parents and carers, local schools and parishes, the trade unions, the Diocese, local authorities, other professional agencies and the local community in general
- To provide general administrative support in the School Office as necessary

### Assist Headteacher and SLT

- To meet with the Headteacher daily and as required
- To carry out all duties including co-ordinating the Headteacher's diary and managing their in-tray, making appointments, opening mail and referring matters to the Headteacher or delegating action as appropriate to others
- 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 Headteacher, 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 Headteacher'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 Senior Leadership Team (SLT) and Chaplain (and other staff as appropriate) to collate and produce the Headteacher's Report to the Governors
- To produce high quality school publications, policies documents, briefings, reports and presentations, as required
- To open correspondence addressed to the Chair of Governors, including all highly confidential correspondence and in consultation with the Chair of Governors / Headteacher, take appropriate action
- To take minutes of meetings as required
- To be responsible for all the Headteacher's administrative filing including confidential staff files (personnel), performance management, references, minutes to all meetings (e.g. SLT meetings)
- To liaise with the Governing Body in arranging Governor's meetings, Disciplinary Panels, Re-admission meetings and any other meetings as required. Carry out all necessary administrative tasks in

connection with this, to include preparing Appeals' 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 Governing Body for approval

#### Staff Appointments and HR/Personnel

- To carry out employment checks, obtain references and arrange and manage interviews
- To pass on all relevant paperwork to the HR Team in order for new starter contracts etc. to be drawn up, once an appointment has been made
- To set up and maintain files for new staff members
- To keep all personnel files and job descriptions up to date
- To monitor staff sickness absence and exceptional leave absence, prepare and send self-certification forms to line managers, keep sickness absence records up to date, report sickness absence to the Finance department monthly (before payroll cut-off date) and review sickness absence in liaison with the Headteacher
- To liaise with the Headteacher to ensure staff performance management is carried out, monitored and documentation collated and an overall staff appraisal report goes to the Governing Body
- To complete and submit the annual School Workforce Census in November each year, and complete and submit any other surveys or censuses on the school workforce

#### Single Central Record (SCR) and Disclosure and Barring Service (DBS)

- To maintain the SCR and administer DBS vetting checks on all those working or volunteering at the school, including rechecks as appropriate
- To keep up to date with legislation and guidance about employment and vetting checks (e.g. from Ofsted, Department for Education, etc) and any changes to the requirements of the SCR

#### Exclusions

- To manage exclusion administration

#### Line Management

- To line manage the Attendance and Welfare Officer and the Receptionist & Administrative Assistant
- To be responsible for the efficient running of the School Office
- To ensure that the School Office complies with GDPR and the Data Protection Act

#### Governors' Meetings – Support and Administration

- To provide effective administrative support to the Clerk for effective running of the meetings
- To seek advice from specialists on behalf of the Local Governing Body on queries or legal matters
- Governors' meetings take place after school therefore some flexibility in working hours is required

### Communication/Public Face/Events

- To provide effective administrative support to the Clerk for effective running of the meetings
- To seek advice from specialists on behalf of the governing body on queries or legal matters
- Governors' meetings take place after school therefore some flexibility in working hours is required

### **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 safeguarding and report any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection and Financial Regulations in line with our Scheme of Delegation
- To be accountable to and carry out any reasonable request from the Headteacher(s) / 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.



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](#).

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.

Date: June 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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of five GCSEs (A-C/ 4+) including English and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience working in a busy administrative or PA role</li> <li>• Experience of providing high-level confidential support to senior leaders</li> <li>• Experience managing diaries, correspondence and minute-taking for senior staff</li> <li>• Experience handling HR/personnel processes, including recruitment, induction, and maintaining staff records</li> <li>• Experience producing professional documents, reports and publications</li> <li>• Experience managing or supervising staff and overseeing an office function</li> <li>• Experience liaising with multiple stakeholders including parents, governors, external agencies, unions and local authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of Catholic academy trusts</li> <li>• Experience working in a school environment or education-related setting</li> <li>• Experience preparing documentation for governors' meetings or legal/disciplinary panels</li> <li>• Experience managing exclusions admin</li> <li>• Experience maintaining the SCR</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

<p><b>Knowledge, Skills and Ability</b></p>	<ul style="list-style-type: none"> <li>• Understands safeguarding procedures and is fully aware of Keeping Children Safe in Education and keeps knowledge up to date</li> <li>• Ability to work with a high degree of confidentiality, discretion and professionalism</li> <li>• Excellent organisational skills, able to prioritise a varied workload and meet tight deadlines</li> <li>• Strong communication skills, both written and verbal, with the ability to liaise diplomatically at all levels</li> <li>• High-quality document production skills: policies, reports, agendas, presentations, publications</li> <li>• Ability to interpret and apply statutory and safeguarding requirements related to HR, vetting, exclusions and governance</li> <li>• Ability to manage sensitive situations, complaints and urgent issues calmly and effectively</li> <li>• Skilled in handling HR data, maintaining personnel files and monitoring absence</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Arbor, SCR requirements, safer recruitment guidance and safeguarding</li> <li>• Understanding of school governance and statutory reporting such as the School Workforce Census</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to manage events, hospitality and whole-school functions efficiently</li> <li>• Ability to make sound judgements, take initiative and work independently when required</li> </ul>		
<p><b>Character and Values</b></p>	<ul style="list-style-type: none"> <li>• High commitment to safeguarding and promoting the welfare of children</li> <li>• A passion for education and a deepfelt desire to make a difference for young people</li> <li>• Commitment to the Trust agenda for inclusion, diversity and equality</li> <li>• Commitment to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership</li> <li>• Humility: a recognition that the more you know, the less you know and not being afraid to say, 'I do not know'</li> <li>• Emotionally intelligent: know when to direct and when to challenge</li> <li>• Able to listen and show awareness of other's sensitivities; have personal pride and lead by example</li> </ul>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

<p><b>Personal Circumstances</b></p>	<ul style="list-style-type: none"> <li>• Legally entitled to work in the UK</li> <li>• Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility to support out of hours activity on occasion</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
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