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Learning Trust



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER
PARTICULARS FOR
THE POST OF:**

**HEADTEACHER'S
PERSONAL
ASSISTANT (PA)**

APRIL 2025

Ilkley Grammar School
Headteacher's Personal Assistant (PA)
Scale Pay Point 20 (Range 20-24)

Actual Annual Salary: £22,157.58 - £24,608.70 (All Year-Round Equivalent: £26,037.11 - £28,285.86)

Pattern of hours will be 30.5 hours each week

Mondays, Wednesdays, Thursdays and Fridays, 8.15am-2.30pm and Tuesdays, 9.15am-5.15pm

Term time only plus 2 days

We are looking for an exceptional PA to join our skilled and dedicated team of associate staff to provide professional support to the Headteacher and members of the Leadership Team. The position has arisen due to the imminent retirement of the current postholder and provides a fantastic opportunity to work in our "amazing" school which was recently judged by Ofsted as Outstanding in all areas for its second consecutive graded inspection,

The successful candidate will have exceptional organisational, communication, and problem-solving skills, along with administrative efficiency and accuracy. They will possess excellent secretarial skills, a strong command of the English language (including accurate spelling, punctuation, and grammar), and expertise with the Microsoft suite of applications, including Word, PowerPoint, Excel, and Publisher. Substantial experience in a similar role and the ability to maintain very high professional standards, including confidentiality and discretion, are essential. Additionally, strong interpersonal skills, warmth, emotional intelligence, and the ability to remain calm, self-assured, and composed in all situations are crucial for success in this role.

This is an exciting time in the school's development. In July 2022, it was announced that IGS had been selected for the next phase of the national Schools Rebuilding Programme, and we will receive substantial capital investment to rebuild and refurbish parts of the school. Work is scheduled to start in the summer term 2025 and, on completion, will have a transformative impact on the learning environment at IGS, as well as substantially reducing our carbon footprint. In addition, following further capital investment from BMDC, we have recently expanded our specialist School Resource Provision (SRP), providing 24 places for students with autism. This is in line with our commitment to inclusive education and to meeting the needs of all young people within our community.

We are very proud of our excellent reputation in the local community, as well as the wider Leeds and Bradford areas and pride ourselves on the quality of education we provide to our students. Our graded Ofsted inspection in December 2024 again confirmed us as an 'Outstanding' school in all areas of inspection with inspectors concluding that "Ilkley Grammar School is an amazing school" where "every pupil gets a chance to shine". The school was praised for its exceptional quality of education, "fully inclusive" ethos, "and delivery of a "sophisticated" and "rich curriculum" where students achieve "excellent, sustained outcomes over time". The sixth form was equally celebrated as a "shining light," with an "exemplary extracurricular offer," "countless opportunities," and "extensive links to industry and higher education". Highlighting the "calm environment" which fosters "exceptional behaviour," where students "enjoy lessons," and "show care and respect for each other," the Inspection Team also noted the "bespoke, individualised pastoral care" and the "exemplary" and "extensive personal development offer" which enables "pupils to flourish".

Our success is also consistently featured in The Sunday Times Parent Power Guide. The latest publication in 2025, ranks IGS 7th across the north of England based on A-level and GCSE results for comprehensive schools and 1st across Leeds, Bradford and North Yorkshire. Whilst these rankings are based on attainment only, they are another fantastic acknowledgment of the hard work and dedication of remarkable students, staff and families.

The success of our school is built on the commitment and expertise of both our teaching and associate staff, whose contributions are essential to creating an exceptional environment for our students. Ofsted recognised this, highlighting the "strong personal and professional care" provided by leaders and the culture of support that enables staff to thrive and feel valued. Whether working directly with students or behind the scenes, our highly skilled associate colleagues play a crucial role in student support, pastoral care, safeguarding, attendance, HR, administration, cover management, premises management, IT support, finance, catering, and operations. With all colleagues, we are committed to managing workload effectively and prioritising staff wellbeing through a comprehensive support programme available throughout the year. To further invest in professional development, the school closes early for students on Wednesdays, allowing dedicated time for whole-school, departmental, and individual training.

Despite our considerable success, we are not complacent and the commitment to our Personal Best values and our motto "Growing in Wisdom and Stature" means that we continue to drive school improvement to further raise standards. It is important to us that students are equipped with the confidence, skills and personal qualities to make a positive difference to their own lives and to that of others. We can guarantee high-quality support in the role, committed and effective colleagues, well-motivated and aspirational students, opportunities for partnership working

and a very supportive community. In return, we will expect a positive and enthusiastic approach, an unwavering commitment to our Personal Best values and a passion for working in an educational environment to ensure we make a positive difference to the lives of the young people in our care.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

How to Apply

As part of your online application in the Personal Statement section (no more than 2 sides of A4) please explain:

How your skills, qualities and experiences link to the essential criteria for this role and make you a suitable candidate for the post.

The closing date for this post is: **8am Monday 24th February 2025**

Provisional interview is scheduled for **week commencing 24th February 2025.**

Please be aware that we reserve the right to close early, and so early applications are encouraged.

If you do not receive an invite to interview by Wednesday 26th February, we regret your application will have been unsuccessful on this occasion.

Thank you again for your interest in our school.



Carly Purnell
Headteacher

HEADTEACHER'S PERSONAL ASSISTANT (PA)

PRIME OBJECTIVE OF THE POST:

To lead the administrative function of the academy such that a comprehensive, effective and professional service is provided. The post holder will provide a full range of advanced secretarial services for the Headteacher, Deputy Headteachers and the Operations Director.

JOB SUMMARY:

1. Provide an effective administrative support service to the Headteacher and Leadership Team to ensure they can undertake their roles efficiently.
2. Provide a personal assistant service to the Headteacher, dealing with enquiries, coordinating and progressing agenda items and pursuing individual and organisational issues on behalf of the Headteacher.
3. Act as the first point of contact for the Headteacher using discretion and ensuring all visitors and callers receive a professional response and are dealt with by the appropriate person.
4. Provide PA support to members of the Leadership Team as required.
5. Minute and provide administrative support for all Leadership Team meetings, maintaining records and ensuring their completeness.
6. Show confidentiality and discretion at all times.

RESPONSIBLE TO THE OPERATIONS DIRECTOR THE POST HOLDER WILL:

Provide efficient and effective support to the Headteacher in all aspects of their role:

- Manage the Headteacher's diary;
- Manage the scheduling of the Headteacher's workload in accordance with agreed timescales and ensure timely preparation for all meetings;
- Screen incoming calls for the Headteacher, acting as the first point of contact, using discretion and ensuring a professional response with follow up as appropriate. This aspect of the role requires an above average level of courtesy and effectiveness in dealing with other people. You will need to ask questions, seek clarification and exchange information;
- Support the Headteacher with written internal and external correspondence. This includes receipt, prioritisation and forwarding of the Headteacher's incoming communications, the opening and distribution of post, and the drafting of letters and emails;
- Manage and resolve complex telephone and face to face enquiries in accordance with School/Trust Policies and Procedures;
- Deal with and maintain records of complex and sensitive enquiries, ensuring accurate and timely responses;
- Provide confidential administrative support for all aspects of the Headteacher's work;
- Assist in the preparation and production of key school documents e.g. the School Evaluation Form (SEF), School Improvement Plan and Staff Handbook. Modify and update materials as required;
- Coordinate and produce the Parent/Carer bulletin ensuring it is accurate, informative and visually engaging as well as producing other communications from the Headteacher to parents/carers and students;
- Design and create displays and marketing materials;
- Coordinate and produce the weekly staff bulletin;
- Pull together, brand and animate presentations to be delivered by the Headteacher;
- Manage the administration of exclusion letters, relevant documentation, and liaise with the Trust Governance Professional to arrange student disciplinary panels;
- Lead the organisation and minuting of meetings on behalf of the Headteacher;
- Provide hospitality and make arrangements for visitors as requested by the Headteacher;
- Assist in the procurement of items required by the Headteacher as part of their role;
- Lead on the organisation of, and administrative support for, key events on behalf of the Headteacher e.g. Open Evenings and Presentation Evenings;
- Provide agendas and record and minute Leadership Team/ALT meetings and other meetings as directed by the Headteacher. This will include confidential meetings and the regular working of times beyond the school day, including occasional evening work;

- Liaise with the Trust Governance Professional with regards to the agenda and papers for the Local Governing Body meetings;
- Complete desktop research for the Headteacher, analysing findings and providing summaries for the Headteacher
- Proofread documents on behalf of the Headteacher;
- Organise and file information, maintaining accurate and efficient systems;
- Administer updates to the school website;
- Run reports from Arbor as requested by the Headteacher
- Maintain a strategic awareness and understanding of the work the Headteacher and the Leadership Team.

Provide administrative support for the Deputy Headteachers, Assistant Headteachers and the Director of Operations:

- Manage diaries, organise and schedule meetings;
- Produce and distribute agendas and prompt actions from meetings, at all times maintaining timely responses to tight deadlines;
- Remain conversant with the workloads of the Leadership Team on an on-going basis and through weekly meetings;
- Manage confidential correspondence and related confidential work for the Leadership Team including sending emails/letters as appropriate;
- Receive and welcome visitors to the Leadership Team a professional manner;
- Provide administrative support for the year 8 and 9 options processes and options evening, working closely with the Deputy Headteacher
- Accurate and efficient use of Arbor to provide effective administrative support
- Provide administrative support for other whole-school processes e.g. the administration of staff CPD
- Liaise with the Operations Manager and other administrative and reception colleagues as appropriate e.g. with regards to room bookings, organisation of events and meetings, ensuring visitors are on Inventory etc

General Accountabilities

- Receive telephone calls, responding to queries and providing general information about the school as appropriate;
- Provide administrative assistance for reception when required;
- Liaise with parents, carers, staff, students and outside agencies as appropriate
- Carry out any other reasonable duties as requested by the Headteacher and Leadership Team which are commensurate with the grading of the post;
- Work independently but also as directed by the senior leadership team, take responsibility for organising and prioritising your workload

Responsibilities

- Demonstrate and reinforce the 6 IGS Personal Best values of **Pride, Respect, Courage, Responsibility, Kindness, and Resilience;**
- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- Be aware of and comply with policies and procedures including those relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- Participate in training as required e.g. cyber security and fire marshal training;
- Engage in professional development opportunities to develop self within the post and ensure that relevant knowledge and skills are updated;
- Attend and participate in relevant meetings as required;
- Be aware of and comply with the code of conduct and model positive and professional behaviour at all times;
- Be aware of and support difference and ensure equal opportunities for all.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Ilkley Grammar School as an Academy, it must be accepted that, as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Recruitment and Selection Policy Statement

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As with most associate staff roles, this post is subject to the satisfactory completion of a six-month probationary period.

Agreed by:

Post Holder:

Print name.....

Signature.....

PERSONNEL SPECIFICATION
Headteacher's Personal Assistant (PA)

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> GCSE grade A*-B or 9-5 in English and minimum grade C/4 in maths	E	Application form and selection process
<input type="checkbox"/> Educated to A-level standard or equivalent	E	
<input type="checkbox"/> A degree qualification	D	
<input type="checkbox"/> ICT qualifications e.g. RSA, Excel, Publisher, PowerPoint, European Driving Licence etc	D	
<input type="checkbox"/> Administration-related qualification	D	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Proven administrative experience	E	Application form and selection process
<input type="checkbox"/> Experience of undertaking a PA or senior administrative support role	E	
<input type="checkbox"/> Experience of managing diaries at a high level	E	
<input type="checkbox"/> Experience of minuting meetings and undertaking follow up actions	E	
<input type="checkbox"/> Experience of organising large-scale, high-profile events	E	
<input type="checkbox"/> Experience of drafting communications, preparing presentations etc	E	
<input type="checkbox"/> Experience of working in a high-pressured environment	E	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Experience of working in a school-based environment	D	
<input type="checkbox"/> Previous experience of working with Arbor – the school Management Information System (MIS)	D	
Training	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Willingness to participate in CPD	E	Application and selection process
<input type="checkbox"/> Evidence of relevant CPD	D	
Abilities, Skills and Knowledge	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Very high standard of English including spelling, punctuation and grammar	E	Application form and selection process
<input type="checkbox"/> Excellent written and verbal communication skills	E	
<input type="checkbox"/> Highly accurate proofreading and editing skills	E	
<input type="checkbox"/> Strong, confident interpersonal and team-working skills	E	
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> A high level of proficiency in IT including the full Microsoft suite of applications e.g. Word, Excel and Publisher	E	
<input type="checkbox"/> Strong creative and design skills to create visually engaging and professional materials e.g. bulletins, banners, prospectus, displays and marketing materials	E	
<input type="checkbox"/> Good numeracy skills	E	
<input type="checkbox"/> Ability to understand and carry out instructions	E	

<input type="checkbox"/> Strong problem-solving skills	E	
<input type="checkbox"/> Ability to use initiative and work independently	E	
<input type="checkbox"/> Ability to think logically and calmly when under pressure	E	
<input type="checkbox"/> Ability to both understand and manipulate numerical data	D	
<input type="checkbox"/> Meticulous attention to detail	E	
<input type="checkbox"/> Excellent knowledge and understanding of administrative processes and systems	E	
<input type="checkbox"/> Accurate administrative skills	E	
<input type="checkbox"/> Knowledge of school-based systems including Arbor	D	
Personal Qualities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Promotes and models the school values: Respect, Courage, Responsibility, Kindness, Resilience and Pride	E	Application form and selection process
<input type="checkbox"/> Acts with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school/Trust	E	
<input type="checkbox"/> Positive 'can do attitude'	E	
<input type="checkbox"/> High levels of emotional intelligence	E	
<input type="checkbox"/> Maintains confidentiality and discretion at all times	E	
<input type="checkbox"/> Deals with difficult situations calmly and effectively	E	
<input type="checkbox"/> A team player who builds positive relationships	E	
<input type="checkbox"/> Takes pride in all aspects of their work	E	
<input type="checkbox"/> Sense of humour and perspective	E	
<input type="checkbox"/> Patient, flexible and adaptable	E	
<input type="checkbox"/> Meticulous, conscientious and committed	E	
<input type="checkbox"/> Professional in all aspects of their work	E	
<input type="checkbox"/> A passionate belief in the vision and values of the school	E	
<input type="checkbox"/> A willingness to work outside of school hours	E	
Equal Opportunities	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Selection process
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Circumstances - Personal	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Will not require holiday leave during term time.	E	Selection process and completion of an Enhanced DBS disclosure
<input type="checkbox"/> Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).	E	
<input type="checkbox"/> No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required).	E	
<input type="checkbox"/> If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use)	E	

Safeguarding	Essential/ Desirable E/D	How Identified
□ Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of an Enhanced DBS disclosure