

PA to Head of School

Candidate Information Pack

Closing Date: 9.00am, Friday 6th November 2026



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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



Welcome from the Headteacher

Dear Applicant,

We are seeking to appoint a committed PA to the Head of School to join our team. This is an excellent opportunity to join our school.

This is an exciting time to join our small school within a dynamic and supportive MAT as it works collaboratively alongside the primary and secondary schools within the Spark Education Trust, striving to provide a world class education through seamless transition from Primary to Secondary and post-16 education.

Huntcliff School is a 'Good' school and was recognised by Ofsted in June 2023 as having an ambitious curriculum for all, alongside excellent pastoral care. We share a site and some facilities with Saltburn Primary School, serving the community of Saltburn and the surrounding areas. We have established a culture of mutual respect within our inclusive learning environment, and we strive to inspire excellence; in terms of academic achievement, personal development, and the individual talents of every student. We deliver an ambitious curriculum and have high expectations for all, irrespective of their starting point.

Our school ethos centres around 'Be Ready, Be Respectful, Be Responsible – Learning for Life' which is underpinned by our core values of respect, resilience, responsibility, honesty and kindness. We are looking for an inspirational team member who embraces our school values, is looking for a new challenge and wants to drive continued improvements in our school.

Kind regards



Lynsey Wilkinson
Headteacher



PA to Head of School

Job Title: PA to Head of School

Location: Huntcliff School (Saltburn)

Start Date: As Soon As Possible

Actual Salary: £30,081 to £32,332 (Grade I, SCP 19-22 Pending Job Evaluation)

Hours of Work: 37 hours per week, term time plus 15 days, Monday to Friday

Contract Type: Permanent

Closing Date: 9.00am, Friday 6th November 2026

Interviews: Wednesday 11th November 2026

About the Role

We are looking to appoint a highly motivated individual who will provide efficient and effective support to the Head of School as well as provide excellent support and guidance on a range of administration tasks.

The successful candidate will:

- Provide high-level executive and administrative support to the Head of School, including proactive management of the Head of School's diary, priorities and correspondence.
- Lead and oversee HR administration and workforce processes within the school, working in partnership with the Trust HR Team.
- Coordinate governance, complaints, data protection and sensitive records on behalf of the Head of School.

About Us

We are Spark Education Trust which currently consists of 11 primary schools and 4 secondary schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

How to Apply

Please make sure that the application form is completed and returned via email to vacancies@sparkeducation.org.uk, addressed to Miss L Wilkinson, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from

the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Huntcliff School is committed to safeguarding, for further information on the school's Safeguarding and Child Protection Policy please click [here](#).

Job Description

Post Title:	PA to Head of School
Purpose:	• Organise and manage administrative systems to support the Head of School and wider SLT. • Working in partnership with the Trust HR team, lead and oversee HR administration and workforce processes within the school • To coordinate governance, complaints, data protection and sensitive records on behalf of the Head of School.
Responsible to:	Head of School
Liaising with:	HR Central Team

PA Support for the Headteacher	• To manage an efficient administrative system for the Headteacher to facilitate and administer communication to all staff within school • Provide a high level of professional and administration support to the Head of School. • Manage complex queries relating to Head of School including enquiries, complex correspondence, including complaints. • To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by the Head of School and Deputy Head of School. • Take minutes at meetings as requested by the Head of School. • Proactively manage the Head of School's diary, appointments and meeting commitments, and maintain the overall school diary and key dates. • Manage complex reception and visitor queries relating to the Headteacher and SLT enquiries and queries. • Support senior leaders in coordinating school events such as Parents' Evenings and Open Evenings etc. • Support communication home. • Maintain and collate the information for the weekly staff bulletins and attend staff briefings to minute take and distribute to all staff • Process student exclusions, including coordinating governor hearings when necessary
Administration Management	• To take a lead role in the design, management and co-ordination of appropriate administrative systems across the school as required. • Collate the school calendar and liaise with staff to ensure the up-to-date information is shared with all staff.

HR Administration	• Lead and oversee HR administration and workforce processes within the school, working in partnership with the Trust HR team. Including recruitment, staff records, payroll administration, employee lifecycle processes and Single Central Record compliance. • To manage and maintain the School Single Central Record. • Update staff contract records on MIS as advised by the central HR team • Update staff CPD records. • To respond to HR queries from staff in a timely manner. • Be involved in staff recruitment process, including interviewing staff when required and ensuring Safer Recruitment processes are undertaken. • Update staff absence records using MIS and Xentrall
Marketing and promotion	• Take a lead role in marketing and promoting the school via social media, press and other forms of home/school communication. • Liaise with other colleagues to provide reports for the website and other media as appropriate
Governance, GDPR and policy	• To coordinate correspondence and communications around suspensions and permanent exclusions, working with the trust and external clerk in the provision of required panels. • Coordinate freedom of information requests, subject access requests and data breaches with the Trust Data Protection Officer, including tracking deadlines and coordinating responses.
School ethos	• Play a full part in the life of the school community, upholding its values and setting a professional example at all times. • Actively promote all of the school's policies. • To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
Other Duties:	• Any other appropriate duties as requested such as assisting with general admin duties, for example, answering the telephone. • Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and reporting all concerns to an appropriate person. • Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies. • Participate in training and other learning activities and performance development as required. • Undertake any other duties which might reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms • Be aware of and support difference and ensure Equal Opportunities for all. • Contribute to the overall ethos/work/aims of the Trust. • Attend and participate in regular meetings. • Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times. • Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
Safeguarding and Promoting the Welfare of Children and Young People	• To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers. • To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.
Equal Opportunities	• The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

	Essential		Desirable	
Qualifications and Training	1	GCSEs, or equivalent, with Grade 4 or above in English and Maths.	17	L4+ Business or School Administration qualifications.
	2	Relevant Level 3 qualification and / or equivalent experience		
Experience & Knowledge	3	Experience of management and operation of administrative systems	18	Experience of working in a school environment.
	4	Experience of working in an office environment	19	Experience of Arbor/comparable MIS and/ or a HR system
	5	Knowledge of Data Protection requirements and understanding of confidentiality	20	PA / Exec Assistant / HR Experience
			21	Knowledge of governance procedures including complaints
			22	Knowledge of safer recruitment and / or Single Central Record
Skills	6	Excellent interpersonal and teamwork skills with the ability to motivate others	23	Proficiency in IT to be able to upskill and utilise new systems.
	7	An ability to deal with internal and external stakeholders calmly and professionally		
	8	The ability to be adaptable, work under pressure and multi-task.		
	9	Excellent verbal and written communication skills.		
	10	Ability to draft clear correspondence		
	11	The ability to be proactive, prioritise, react and respond in an adaptive environment.		
	12	Excellent digital skills including Office packages, E-Mail and PC navigation.		

	Essential		Desirable	
	13	Produce work of a high standard, with accuracy and attention to detail.		
	14	Ability to be able to present information in a logical and systematic manner		
Personal Attributes	15	Friendly and approachable Self-motivated Reliable and punctual Flexible A commitment to working as part of the whole school team and supporting the vision and aims of the school		
Safeguarding and Promoting the Welfare of Children and Young People	16	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people		

How to Apply

Application forms and further details are available on the Trust's website –

www.sparkeducationtrust.org.uk

Please make sure that the application form is completed and returned via email to vacancies@sparkeducation.org.uk addressed to Miss L Wilkinson, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 9.00am, Friday 6th November 2026

Interviews to be held: Wednesday 11th November 2026

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.