



Meole Brace School

Learning - Respect - Success

Applicant Information

PA to Headteacher

Permanent: 37 Hours Per Week

Term Time Plus 1 PD Day

Required to start: As soon as possible





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March 2026

Dear Colleague

Thank you for taking the time to consider applying for the post of PA to Headteacher.

At Meole Brace School we pride ourselves on our reputation as a successful and vibrant school with high expectations and welcome applications from individuals who share our ethos.

We are seeking to appoint a dedicated professional who is reliable, hardworking and is able to work effectively in a team. The role will require the postholder to be flexible, work using their initiative, have good communication skills and be well organised.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk by 14th April 2026 at 12pm.

Yours sincerely,

Mary Pope
Headteacher



Headteachers: Mary Pope & Hannah Wright
Meole Brace School **01743 235961**
Longden Road **admin@meole.co.uk**
Shrewsbury SY3 9DW **www.meolebrace.com**





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our reputation as a vibrant school with high expectations. We are all fully committed to providing a stimulating and high quality learning experience for all.

"The school has an impressive knowledge of each pupil, underpinned by comprehensive and systematic tracking. It pays close attention to identifying and removing any barriers to pupils' success" Ofsted 2024

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be" Parent Survey

We have a wide ranging CPD program as well as individual pathways for staff at all levels of their career. We are part of a local multi-academy trust (Trust Schools) which includes 9 schools, 5 of which are secondary schools. This provides us with further valuable opportunities to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards and is constantly developing and promoting innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by a dedicated leadership team. We operate on an ethos of mutual respect and kindness.

Meole Brace School is "a respectful and positive environment where students feel safe and enjoy attending school". "The school's behaviour policy places a strong emphasis on rewarding positive behaviour and respectful attitudes". Ofsted 2024





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PA to Headteacher

Permanent – Full Time – Term Time plus 1 PD Day

Grade 8 (SPC 19–22, £32,061 – £33, 699 FTE) PRO RATA SALARY £26,932-£28,308

Start Date: As soon as possible

At Meole Brace School we pride ourselves on our reputation as a successful and vibrant school with high expectations, and we welcome applications from individuals who share our ethos.

We are seeking to appoint an enthusiastic, hard working and reliable professional to join our friendly, committed team. You must be reliable, hard working, be able to use your initiative, have good communication and organisational skills.

Visits to the school are welcomed; please contact Mrs Julie Richards on 01743 235961 to arrange a visit.

For further information about the school and an application pack, visit our website:

www.meolebrace.com.

Applicants are encouraged to apply early, as the school may begin interviewing and therefore close the advert before the stated closing date.

Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: 14th April 2026 @ 12 Noon

Interview date: TBC

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people, and we are committed to diversity and gender equality in our hiring practices. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

Headteachers: Mary Pope & Hannah Wright

Meole Brace School 01743 235961

Longden Road admin@meole.co.uk

Shrewsbury SY3 9DW www.meolebrace.com





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Job Description and Particulars of Appointment

Details of Post

- ◆ PA to Headteacher
- ◆ Reporting to: Headteacher
- ◆ Main Workplace: Meole Brace Secondary School
- ◆ Term time plus 1 PD Days
- ◆ 37 hours per week (Monday to Friday)
- ◆ Grade 8 (SPC 19–22, £32,061 – £33, 699 FTE)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

Purpose of Post

- ◆ Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including the co-ordination and delegation of relevant activities.

Principal Duties and Responsibilities

1. Organisation

- ◆ Take a lead role in planning, development, design, organisation and monitoring of support systems/ procedures/policies
- ◆ Supervise, train and develop staff as appropriate and provide personal, administrative and organisational support
- ◆ Liaise between managers/teaching staff and support staff
- ◆ Hold regular team meetings with managed staff
- ◆ Undertake recruitment/induction/appraisal/training/mentoring for other staff
- ◆ Assist with first aid
- ◆ Undertake reception duties and answer telephone enquiries as necessary
- ◆ Organise school trips/events





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2. Administration

- ◆ Take a lead role in the development and maintenance of record/information systems
- ◆ Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- ◆ Produce, and respond to, complex correspondence as required
- ◆ Complete and submit complex form
- ◆ Take notes at meetings
- ◆ Provide organisational and complex advisory personal support to other staff
- ◆ Provide organisational and complex advisory support to the Governing Body
- ◆ Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
- ◆ Manage the administration of the payroll system

3. Resources

- ◆ Be responsible for the selection and management of resources, including management of expenditure within an agreed budget and regular audit of resources
- ◆ Take a lead role in the recruitment of support staff and in managing associated employment procedures
- ◆ Provide advice and guidance to staff and others on complex issues
- ◆ Undertake research and obtain information to inform decisions
- ◆ Manage service contracts
- ◆ Manage school licences and insurance
- ◆ Manage financial administration procedures, including the collection and recording of cash, uniform snack/ other 'shops' within the school

4. Other Responsibilities

- ◆ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ◆ Be aware of and support difference and ensure equal opportunities for all.
- ◆ Contribute to the overall ethos/work/aims of the school.
- ◆ Appreciate and support the role of other professionals.
- ◆ Attend and participate in relevant meetings as required.
- ◆ Participate in training and other learning activities and performance development as required.



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5. Safeguarding

- ◆ Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

6. Data Protection and other statutory responsibilities

- ◆ Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

7. Other Duties

- ◆ Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- ◆ This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**





Meole Brace School

Achievement · Respect · Community

Person Specification – PA to Headteacher

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">◆ NVQ Level 5, Business Degree or equivalent, or willingness to undertake this qualification	<ul style="list-style-type: none">◆ First Aid qualification
Work or relevant experience	<ul style="list-style-type: none">◆ At least 5 years' experience working in a business environment within an educational setting or other relevant environment◆ Excellent computer/keyboard skills◆ Ability to plan and organise effectively◆ Ability to take notes	
Knowledge and understanding	<ul style="list-style-type: none">◆ Excellent numeracy and literacy skills◆ Working knowledge of relevant policies/codes of practice	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none">◆ Willingness to participate in training and development opportunities◆ Excellent ICT skills and willingness to update skills and undertake further training◆ Ability to train, supervise and develop other staff◆ Management skills◆ Ability to interpret advice/statute and to devise policy/practice in light of these◆ Ability to persuade, motivate, negotiate and influence◆ Sufficiently fluent in spoken English to ensure effective performance in the role	<ul style="list-style-type: none">◆ Ability to self-evaluate learning needs and actively seek learning opportunities



Person Specification – PA to Headteacher

Personal Qualities	<ul style="list-style-type: none">◆ Excellent communication skills◆ Ability to relate well to children and adults◆ Ability to work well as part of a team◆ Flexibility and reliability◆ Ability to bring to the role, Initiative, enthusiasm and commitment◆ Ability to maintain confidentiality	
Special Conditions	<ul style="list-style-type: none">◆ Willingness to undertake an Enhanced Disclosure and Barring Service (DBS) check	

Safeguarding

Meole Brace School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS and background checks.