



## Candidate Pack

## PA to Principal

## The Hyndburn Academy

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**The Hyndburn Academy**  
The best in everyone™  
Part of United Learning

# Welcome

At The Hyndburn Academy, we are committed to providing an exceptional educational experience for every student. As part of the United Learning Trust, we are proud to be rated *Good* in all areas by Ofsted, reflecting our dedication to academic excellence, personal development, and the well-being of all our students.

Over the past four years, we have experienced significant growth, doubling in size, and we are thrilled to have been selected for the Department for Education schools rebuilding programme, which is due to begin this year, this will ensure our facilities match the high standards we set for ourselves and our students.

Our ethos, "Every Child Matters," is at the heart of everything we do. We believe in nurturing each student's unique potential, ensuring that they feel valued, supported, and empowered to succeed. With our motto, '*The Best in Everyone*,' we strive to inspire every student to reach their full potential, both academically and personally, as we continue to build a thriving, inclusive community.

Both our ethos and motto are underpinned by the core values of:

**Aspiration** – to achieve the best for ourselves and others

**Confidence** – to have the courage of our convictions

and to take risks in the right cause

**Respect** – for ourselves and others in all that we do

At the heart of everything at The Hyndburn Academy is ambition and we know that by working together with parents and carers, our students can achieve anything and everything that they desire.

If you believe that your experience and skillset will help us on our journey, then we would love to receive your application.

I hope you find the information you need in the accompanying pack and on our website useful for the role for which you are applying. However, if you need to know anything further or wish to arrange a visit to the school then please do not hesitate to contact us by telephone on 01254 885378 or via email on [angela.eames@hyndburnacademy.org.uk](mailto:angela.eames@hyndburnacademy.org.uk)

With best wishes,

Mr U Wazir  
Principal



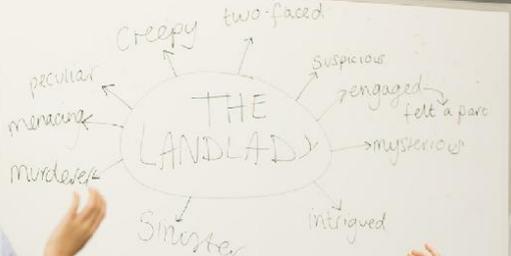
Ms M Haselden  
Executive Principal





Could you be like  
Roald Dahl?!

- Continue writing the ending of the story.
- What might happen next?
- What might the characters do?
- Are the two boys upstairs stuffed animals? How would you describe them?



# About United Learning

**United Learning is a Group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out ‘the best in everyone’ – pupils, staff, parents, and the wider community. We uniquely comprise schools in both the state and the independent sectors.**

As a Group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences.

We believe that our Group contains the most developed relationships and practical interaction between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website

[www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

As part of United Learning, The Hyndburn Academy will share the objective of bringing out ‘the best in everyone’, enabling each student to become a balanced, happy and articulate person with intellectual freedom, confidence, compassion, integrity and a lifelong love of learning.

| Benefits of Teaching   | Benefits of Teaching in United Learning   | Benefits of United Learning  |
|--|---|--|
| <ul style="list-style-type: none"> <li>■ Meaningful career, rewarding work, making a difference to children’s lives</li> <li>■ Contributory defined benefits pension scheme (TPS)</li> <li>■ Occupational sick pay</li> </ul>  | <ul style="list-style-type: none"> <li>■ Enhanced rates of pay</li> <li>■ Paid membership to the Chartered College of Teaching</li> <li>■ Additional planning days</li> <li>■ Shared curriculum resources</li> <li>■ Access to subject advisers and networks</li> <li>■ Opportunities for private and public sector collaboration</li> <li>■ 20% PPA time across an average working week</li> </ul> | <ul style="list-style-type: none"> <li>■ Access to Perkbox rewards</li> <li>■ Enhanced parental leave</li> <li>■ Flexible working opportunities</li> <li>■ Wellbeing support</li> <li>■ Access to free and confidential counselling support</li> <li>■ Annual staff survey</li> <li>■ Excellent CPD offer</li> <li>■ Career progression opportunities within school clusters and nationally</li> </ul> |
| <p><b>Benefits at your school</b><br/>                     There may also be school-level benefits that demonstrate your commitment to recognise and reward staff e.g. arrangements with local retailers/services, workload management strategies, wellbeing initiatives, and local recognition schemes such as birthday or thank you cards.</p> |   |  |

# Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ which underpins our core values:

**Ambition** – to achieve the best for ourselves and others.

**Confidence** – to have the courage of our convictions and to take risks for the right cause.

**Creativity** – to imagine possibilities and make them real.

**Respect** – of ourselves and others in all that we do.

**Enthusiasm** – to seek opportunity, find what is good and pursue talents and interests.

**Determination** – to overcome obstacles and achieve success.

As a single organisation, we seek to bring together the best of independent and state sectors, respecting both traditions and learning from each other. We believe that each of our schools is and should be distinctive – committed to developing its own strengths and identity while sharing our core values to promote service, compassion and generosity.

## Continuing Professional Development

We believe that successful organisations make a priority of developing their staff; all the more so in education, where the people of the organisation are its most important asset. The development of all staff is important to us.

We work on the basis that each of us, however effective, can always improve. The new Head of Science of The Hyndburn Academy will be set personal development objectives with the Principal each year and will be supported to achieve them.

The Head of Science will be asked to take a role in supporting the science department, and in addition, be asked to work with other department heads in the school and within the Lancashire Cluster

on sharing ideas and practice with one another. They will also have the benefit of accessing a range of networks, including the Head of Department meetings, which brings together HOD’s from across the Group twice a year. United Learning has also commissioned training programmes from major universities.

We believe that schools are at their best when they are autonomous and able to develop a distinctive ethos, reflecting the needs of their pupils and the context within which they work. The Group can get behind the work of Heads and leaders in schools through creating strong networks, providing outstanding educational support and professional development, and by taking the strain of professional functional support. We aim to ensure that the technology, finance, HR and data support is provided more effectively and efficiently than would otherwise be possible, so that Principals can focus on educational leadership.

# Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

- 1** The best from everyone
- 2** Powerful knowledge
- 3** Education with character
- 4** Leadership in every role
- 5** Continuous improvement



Our aim is to bring out 'the best in everyone'. So, we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child's potential?



# Our Framework for Excellence

## **'The best from everyone'**

Our aim is to bring out 'the best in everyone'. So, we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child's potential? So, we expect unreasonably – we constantly challenge children to do what they think they can't, to persist, to work hard and to be at their best.

From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.

## **'Powerful knowledge'**

Our most important purpose is to teach young people things they would not learn outside school, which free them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think and learn.

## **'Education with character'**

Academic success is very important. Exam passes are an important aspect of that. But there is more to a good education. Our schools also aim to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty.

to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

## **'Leadership in every role'**

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others.

Every adult in the school

is a leader. In every word, tone and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children.

All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams and create the space for others to lead. All leaders listen, grow relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

## **'Continuous improvement'**

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage, high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

# Job Description

## PERSONAL ASSISTANT TO PRINCIPAL

|                                      |   |                                       |                                 |
|--------------------------------------|---|---------------------------------------|---------------------------------|
| <b>Hours of work:</b>                | 37.5 hours per week   | <b>Contracted weeks:</b>              | Full Year                       |
| <b>Supporting work/life balance:</b> | 5 Inset days per year, plus an additional 3 planning days, at least one personal day per year |                                       |                                 |
| <b>Reporting to:</b>                 | Principal   | <b>Direct Reports:</b>                | None                            |
| <b>Salary:</b>                       | £24,978 - £33,882   | <b>Employer Pension contribution:</b> | Local Government Pension Scheme |

### Post:

This exciting and varied role offers an exceptional opportunity to support the Principal in the smooth operation of the school while also supporting with day-to-day administration tasks for the HR Manager. The successful candidate will be integral in ensuring effective communication and operational efficiency, as well as assisting in strategic planning and school events.

### Key Responsibilities:

- Provide clerical support to the Principal, school leadership and wider school, including word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment.
- To provide personal assistant support by dealing with all correspondence and calls, drafting routine letters to a high standard, minute meetings, taking messages and other administrative tasks as required.
- To proactively manage and coordinate the diary of the Principal by prioritising and arranging internal and external meetings, ensuring appropriate documentation are prepared and provided on request.
- Provide Administrative support to the HR manager including updating iTrent, filing and meeting support.
- Deal with enquiries from members of the public, outside organisations such as parents, students, members of staff, governors.
- Receive and distribute incoming mail, including e-mail, reviewing and evaluating to identify items requiring priority attention
- Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns).
- Organise, administer, and support pupil-centred events, to include Induction Days, Open Evening, Parents' Evenings, Enrolment and Progression - liaising with relevant parties as required.
- Train to become a first aider
- To advise and assist staff and pupils with Pupil Services related queries
- Ensure the safeguarding of pupil's well-being, in accordance with statutory provisions
- Work flexibly to cover events and staff absence when required
- Data input to Arbor, use of MS Word, Excel, PowerPoint.
- Participate in training as required to efficiently undertake duties or as part of development.
- Any other duties required, commensurate with the responsibility and level of this post.



**General Duties and Responsibilities:**

- This job description must be read in conjunction with the overall requirements of responsibilities identified within relevant conditions of service.
- Whilst every effort has been made to identify the main duties and responsibilities, each individual task may not be specifically identified.
- Colleagues will be expected to comply with reasonable requests from their line manager/senior staff to undertake work of a similar level that is not specified within this job description and to observe all Academy policy statements.
- Colleagues are expected to be courteous to other colleagues and provide a welcoming environment to visitors and telephone callers.
- At all times working in line with Academy policy and procedures.
- To attend staff training events as appropriate.
- To take care of own and others health and safety.
- To be aware of the confidential nature of issues relating to home/academy/parent/carer.
- The Academy will endeavour to make reasonable adjustments to the job and working environment to enable access to employment for disabled applicants or continued employment for any employee who develops a disabling condition.
- To support with break & lunch duties.

# Person Specification

| Qualifications   | Requirement | Evidenced             |
|--|-------------|-----------------------|
| GCSE English and Maths (grade C/4 or higher)   | Essential   | Application           |
| Educated to degree standard  | Desirable   | Application           |
| <b>Skills and Knowledge</b>  |             |                       |
| Ability to set and prioritise goals  | Essential   | Application/interview |
| High standard of literacy and attention to detail  | Essential   | Application/interview |
| A proactive and flexible approach to work  | Essential   | Application/interview |
| Excellent communication skills   | Essential   | Interview             |
| Strong skills using MS Office and presentation packages  | Essential   | Interview             |
| An understanding of data protection and GDPR compliance in relation to processing personal information                                       | Essential   | Application/Interview |
| <b>Experience</b>  |             |                       |
| Experience of working in an office or school environment   | Desirable   | Application/interview |
| Experience of working as Personal Assistant  | Desirable   | Application/interview |
| Strong administrative skills   | Essential   | Application/Interview |
| Experience of working with children and safeguarding   | Desirable   |                       |
| <b>Personal Characteristics</b>  |             |                       |
| Approachable, with excellent interpersonal skills and the ability to build good relationships with colleagues and the wider school community | Essential   | Application/interview |
| Discretion and sensitivity, including respect for confidentiality  | Essential   | Application/interview |
| A commitment to own continuous professional development and learning.  | Essential   | Application/interview |
| Demonstrates a commitment to treating others fairly, consistently and with respect, championing our inclusive culture.                       | Essential   | Application/interview |
| Passionate about making a difference to young people and our communities.  | Essential   | Application/interview |
| <b>Other</b>   |             |                       |
| Committed to the safeguarding of young people.   | Essential   | Application/interview |
| Willingness to participate in training, particularly First Aid and Team-Teach.   | Essential   | Application/Interview |

# Terms & Conditions of Employment

**Employer**

United Learning

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**Position**

PA to Principal

The Hyndburn Academy

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**Reporting Line**

Principal, The Hyndburn Academy

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**Location**

The Hyndburn Academy or such other nearby place operated by the school or to which the school may relocate.

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**Start Date**

As soon as possible

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**Starting Salary**

£24,978 - £33,882 depending on experience.

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**Holidays**

You are entitled to take holidays during the normal school holidays.

Staff are guaranteed one paid personal day off each year.

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**Pension Scheme**

You are eligible to be a member of the Local Government Pension Scheme.

**Health Cash Plan**

Following completion of probation staff are enrolled into a Health Cash Plan which enables you to claim money back towards the cost of essential including optician, dental, and therapy, up to annual limits. It also includes the ability to book same day GP appointments and private prescriptions.

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**Ill Health**

United Learning's sick leave and pay policy will apply. The policy allows for a three years' sliding qualification period, at the end of which you will be entitled to full pay for 100 working days, and half pay for 100 working days.

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**Safeguarding**

United Learning is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This appointment will be subject to an enhanced DBS Check, medical clearance, online checks and employment references, all of which are satisfactory to United Learning.

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**Benefits**

We encourage flexible working and offer opportunities where it meets the needs of the role. We also have a wide range of additional benefits, discount schemes that save you money, as well as access to an Employee Assistance Programme, discounted gym memberships, cycle purchase and car leasing.

*United Learning's normal terms and conditions of employment apply for the position of PA to Principal. The final detailed terms and conditions are subject to agreement between United Learning and the successful candidate and will be reflected in the formal employment contract.*

# How to Apply

If you wish to discover more about this exciting opportunity, need further information or would like to have an informal discussion, please contact our Head of People, Angela Eames, on [Angela.Eames@hyndburnacademy.org.uk](mailto:Angela.Eames@hyndburnacademy.org.uk)

School visits are warmly encouraged and can be arranged through Angela Eames, on [Angela.Eames@hyndburnacademy.org.uk](mailto:Angela.Eames@hyndburnacademy.org.uk)

All applications should be submitted via our website: [Vacancies | Work With Us | The Hyndburn Academy](#)

The closing date for receipt of completed applications is **20<sup>th</sup> March 2026**.

## The Selection Process

We will treat all enquiries, formal and informal, in confidence. The selection process will be as follows:

All applications will be received via our online system

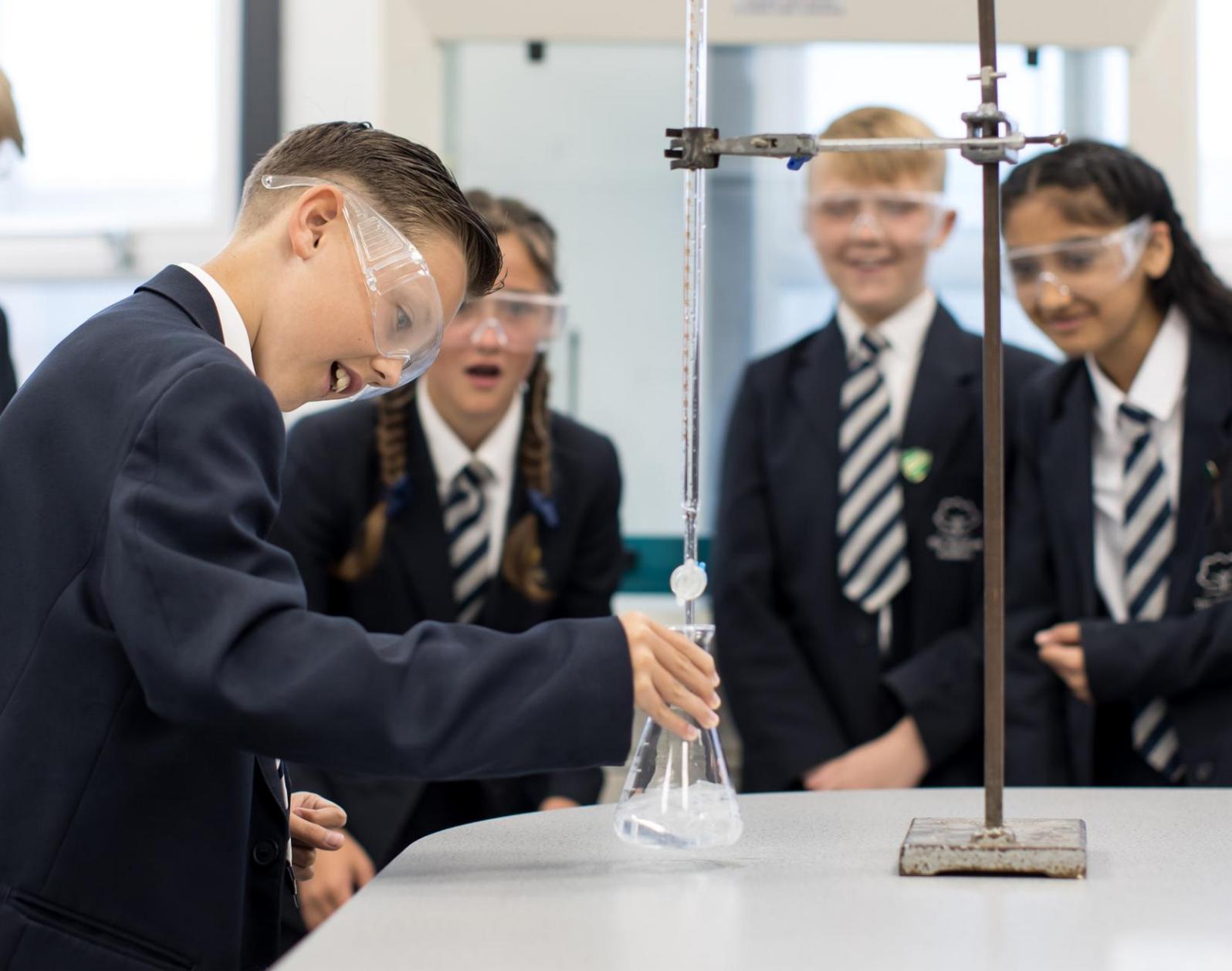
**Shortlisting will take place on 23<sup>rd</sup> March 2026.**

**Interviews will take place on 25<sup>th</sup> and 26<sup>th</sup> March 2026.**

These will consist of written tasks, a pupil voice session, a tour of the school, a short compliance-based meeting with HR and an interview.

Candidates will be offered full feedback following their interview.





**The Hyndburn Academy**  
The best in everyone™  
Part of United Learning

Stourton Street | Rishton | Blackburn | Lancashire | BBI 4ED

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