



PA TO SENIOR LEADERSHIP TEAM

This is an opportunity to play a central role in the day to day running of The Birkenhead Park School, providing organised and professional support to our Deputy Headteachers and helping to plan and deliver key school events.

We are looking for someone who can manage competing priorities, communicate confidently and take pride in getting the details right. You will be trusted with confidential information and will help ensure that key meetings, events and administrative work run smoothly.

Reports to: School Business Director

Contract: 33 hours per week, term time plus 5 inset days

Salary: Grade 5 , SCP 9 – 11 - £22,296 - £23,023 actual
(£28,153 - £29,071 FTE)

Start date: November 2026

This is an exciting opportunity because...

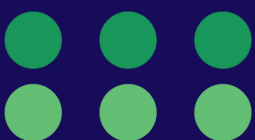
You will work closely with senior colleagues, helping to keep our Senior Leadership Team organised and the school running smoothly. Every day, your actions will help contribute to a smoother, more effective learning environment for staff and students.

You will also take a lead in planning and coordinating events such as Open Evenings, Parents' Evenings and Freshers Fair, bringing together the people and practical arrangements needed to make each event a success. The role offers variety, responsibility and the chance to make a practical difference across the school. You'll become a familiar and trusted face across the school community.

You will be joining...

A supportive school team committed to high standards and to doing the best for our students.

You will build relationships across the school and have the opportunity to use your initiative in a role where your organisation, judgement and attention to detail will be valued.



About the role

As Personal Assistant to the Senior Leadership Team, you will provide day to day PA and administrative support, primarily to the Deputy Headteachers. You will manage diaries and appointments, arrange meetings, prepare agendas and papers, and follow up actions and deadlines.

You will produce correspondence, presentations, reports and other documents to a high standard, handling information with care and discretion.

A key part of the role is planning and coordinating school events. You will work with staff across the school to organise arrangements, communicate with those involved and make sure everything is in place on the day.



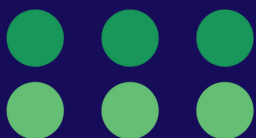
About you

You are highly organised, approachable and confident working with a range of people, including welcoming visitors and responding to enquiries when providing reception support.

You can plan your workload, meet deadlines and remain balance a range of responsibilities.

You write clearly, pay close attention to detail and are comfortable producing documents and working with information and data. You understand the importance of discretion when handling sensitive matters.

You work well independently and as part of a team, and share our commitment to safeguarding, inclusion and the school's values of Positivity, Ambition, Resilience and Thoughtfulness.



About us

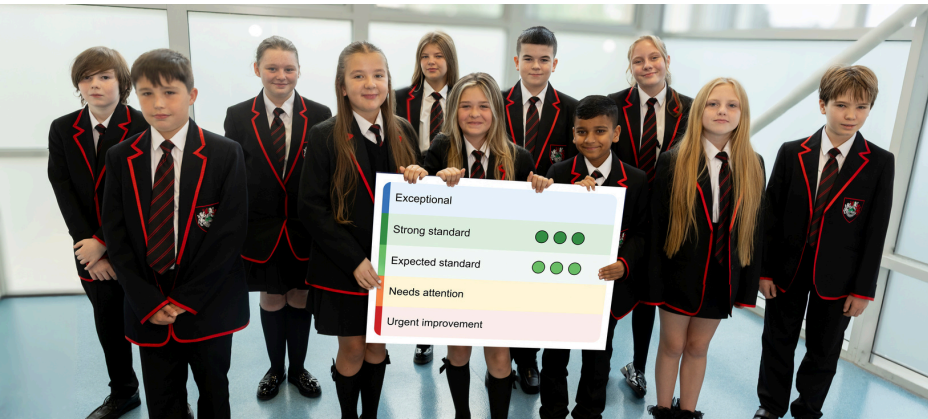
The Birkenhead Park School is a school transformed.

In its latest inspection, Ofsted found that pupils' experiences had "improved dramatically". High expectations, strong relationships and a calm, respectful environment have changed daily life at the school.

Our students are proud to belong, and we are proud of the staff who have made that change possible.

This is an exciting time to join us. As part of The BePART Trust, you will work with colleagues who are ambitious for every young person and committed to building on what the school has achieved.

You will have the chance to contribute your skills and ideas to a school with a strong sense of purpose and a clear belief in what its students can achieve.



How to apply

If you want to make a genuine difference, be part of a high-performing culture, and contribute to a school with unstoppable momentum, please complete the Support Staff application form:

<https://www.birkenheadparkschool.com/job-vacancies>

Please email your completed application form to recruitment@birkenheadparkschool.com



Application deadline:
Monday 2nd November, 9am

Interviews are provisionally scheduled for Monday 9th November

The
Birkenhead Park
School

