



# **ELLESMERE PORT**

## **Catholic High School**

**PA to the Headteacher**

**"I have come so that they may have life and have it to the full"**

**JOHN 10:10**

## Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

### Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile  
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



*“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”*

Ofsted June 2021



The highest  
quality of  
**Teaching**

The highest  
quality of  
**Pastoral  
Support and  
Guidance**

The highest  
quality of  
**Leadership**

The highest  
quality of  
**Extra-  
Curricular,  
Enrichment  
and  
Volunteering  
Programmes**



With 968 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

## Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

### Our Vision

#### Our school's vision is:

- ❖ To promote the dignity and worth of each person
- ❖ To have a strong catholic Ethos
- ❖ To ensure every child is known
- ❖ To have high expectations of everyone
- ❖ To have excellent leadership at all levels
- ❖ To provide excellent teaching
- ❖ To encourage exemplary behaviour and personal standards
- ❖ To be at the heart of the community
- ❖ Promotion of British values

#### Our priorities

- ❖ To raise achievement – meet targets for GCSE and vocational results
- ❖ To develop the quality of teaching – 100% of lessons as “good or outstanding”
- ❖ To develop leadership – all staff leading learning
- ❖ To focus on behaviour and safety – improve attendance and reduce exclusions
- ❖ To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full' John 10.10*



**Personal Assistant to Headteacher  
Grade 5 (£23,475 – £25,420)  
37 hours per week, 41 Weeks per year  
Permanent  
Required as soon as possible**

In addition to the above, we offer an Employee Assistance Programme to you and your immediate family, continued Professional Development and an excellent Staff Wellbeing Programme.

Governors of the school are looking to appoint an enthusiastic, well-qualified and experienced professional to this full-time, full-year post. You will provide the Headteacher with high quality executive secretarial, administration and personal support.

The role includes a range of responsibilities that will require a broad set of skills, relevant qualifications, enthusiasm and resilience. The successful candidate will be a valued member of our team and will interact with a wide variety of stakeholders (staff, governors, parents and pupils, contractors and other advisors).

Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk) and can be emailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk) or posted back to Miss T Moore at the school.

**Applications should be returned by 9.00am Friday 28<sup>th</sup> November 2025**

**Interview date to be confirmed**

**We reserve the right to withdraw the vacancy early should we receive enough applications.**

#### IMPORTANT

##### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an DBS enhanced criminal check and online search.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons NPQL NPQEL





# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full' John 10.10*

October 2025

Dear Applicant,

**Personal Assistant to Headteacher**  
**37 hours per week, 41 weeks per year**  
**Grade 5 (£23,475 - £25,420)**  
**Permanent**

Thank you for your enquiry regarding the above post. This is a pivotal role in our school, an environment from which effective teaching and learning can take place with sound administrative support.

Please find enclosed a job description, person specification and the application form. The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing and should include examples that align with the Job Description and Person Specification. Should you decide to apply for the post you should not feel constrained by the space available, and a separate letter is perfectly acceptable. Please do not submit a CV in preference to completing the application form and the letter of application as this will be discounted. Application consistency is necessary as it forms part of our Safeguarding procedures.

Potential applicants are most welcome to visit the school prior to completing an application. Please telephone the school on 0151 355 2373 to arrange this if you are able and if you feel that this would be of benefit to you.

The closing date for the receipt of applications is **9.00am on Friday 28<sup>th</sup> November 2025 with interview date to be arranged**. Completed applications should be marked for the attention of Miss T Moore and either posted to the school address or e-mailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

If you are interested in applying for this key post, as part of your application please include:

- How your experience so far has prepared you for this post.
- Your vision for outstanding standards in this area.

Ellesmere Port Catholic High 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 successful applicant will be required to complete an enhanced DBS check.

I look forward to reading your application and wish you every success.

Yours sincerely,

*C. Vile*

Mrs C Vile  
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) Website: [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons NPQL NPQEL





# ELLESMERE PORT CATHOLIC HIGH SCHOOL

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## JOB DESCRIPTION

|                  |                                              |                   |                 |
|------------------|----------------------------------------------|-------------------|-----------------|
| <b>JOB TITLE</b> | <b>Personal Assistant to the Headteacher</b> | <b>JOB REF NO</b> | <b>AAAE5207</b> |
|------------------|----------------------------------------------|-------------------|-----------------|

**BASIC JOB PURPOSE:** Reporting to the Headteacher and providing them with high quality executive secretarial, administrative, and personal support.

| NO | MAIN RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                              |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Provide a high-quality executive, personal and confidential administrative support service for the Headteacher to maximise the effective and efficient use of their time.                                                                                                                                                                                                                                                          |
| 2. | Organise meetings and other school events involving the Headteacher, attend, take accurate notes and draft minutes as required. Act as first point of contact and, in the absence of the Headteacher, exercise a high degree of initiative, integrity and sensitivity, making appropriate judgments and decisions in order to deal effectively with matters as they arise, particularly matters of a personal or political nature. |
| 3. | Provide professional advice and administration service to the Headteacher on policies, practices, and procedures in relation to the admissions process and exclusions process. Ensure the Headteacher is well briefed and able to make efficient and effective responses to all enquiries, requests, or information and in meetings.                                                                                               |
| 4. | Produce documents accurately and to deadlines, including correspondence in the form of letters, e-mails and reports using ICT systems, Microsoft packages (Word, PowerPoint, Excel, Outlook etc.).                                                                                                                                                                                                                                 |
| 5. | Develop and maintain electronic filing systems to provide efficient and readily accessible sources of information.                                                                                                                                                                                                                                                                                                                 |
| 6. | Formulate and maintain school policies and develop and organise a system for annual review and approval of all policies.                                                                                                                                                                                                                                                                                                           |
| 7. | Respond to enquiries both by telephone and in person from a wide range of contacts, assessing their priority and importance and deciding an appropriate course of action to avoid any unnecessary disruption to the Headteacher. Read and action all email correspondence addressed to the Headteacher and deal. Deal with complaints as required.                                                                                 |

|    |                                                                                                                                                                                                                                                                                                                                                                                 |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | Support the school's public relations and marketing activities to enable effective communication within the school and the local community including the Parent's Association. Support the update of information and content on behalf of the Headteacher to the various communication channels including the school website and staff VLE in conjunction with the Headteacher. |
|    | <b>NOTE</b> Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.                                                                   |

#### IMPORTANT

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The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



## PERSON SPECIFICATION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

**JOB TITLE: Personal Assistant to Headteacher**

**JOB REF: AAAE5207**

| CRITERIA              | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DESIRABLE                                                                                                                                               | METHOD OF ASSESSMENT                          |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Qualifications        | Relevant qualifications.<br>Knowledge of administrative practices and procedures.                                                                                                                                                                                                                                                                                                                                                                         | Formal qualifications.                                                                                                                                  | Application Form<br>Interview                 |
| Experience            | Experience of working in a busy admin/secretarial position at a senior level with sound experience in customer, procurement and project support services supporting a multi-discipline office/school environment.<br><br>Good knowledge of Microsoft packages. Advanced level Word (including mail merge), Outlook and PowerPoint.<br><br>Ability to take accurate minutes. Highly organised, efficient and accurate with excellent communication skills. | Experience using MIS systems.<br><br>Experience of providing dedicated secretarial/admin support to staff working at a senior level in an organisation. | Application Form<br><br>Interview<br><br>Test |
| Job related Knowledge | Organisational structure of a school.<br><br>Understanding of Headteacher's role (internal and external). School policies and procedures.                                                                                                                                                                                                                                                                                                                 | Knowledge of LEA at Council and area levels and external organisations and committees.                                                                  | Application Form<br><br>Interview<br><br>Test |

|                      |                                                                                                                                                                                                                                                                                                              |  |  |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                      | Commitment to maintain confidentiality.<br>Professional manner and able to relate well to staff, students and visitors.                                                                                                                                                                                      |  |  |
| Skills and Aptitudes | Strong organisational, communication, and interpersonal skills, along with the ability to work independently.<br>Maintain confidentiality.<br>Proactive, flexible, and resilient, adept at managing diaries, correspondence, and various administrative tasks while supporting the Headteacher in their role |  |  |
| Other Requirements   |                                                                                                                                                                                                                                                                                                              |  |  |

# Guidance for Applicants

## How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

## Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

## The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

## Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

# Contact Details:

|                        |                                         |                                  |                            |                                                                                                                          |
|------------------------|-----------------------------------------|----------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1                      | 2                                       | 3                                | 4                          | 5                                                                                                                        |
| Phone<br>0151 355 2373 | HR Email<br>Human.Resources@epchs.co.uk | Admin Email<br>Admin@epchs.co.uk | Website<br>www.epchs.co.uk | Address<br>Ellesmere Port<br>Catholic High School<br>Capenhurst Lane<br>Whitby<br>Ellesmere Port<br>Cheshire<br>CH65 7AQ |



**“Great things happen when you care”**

PSALM 21:  
He asked for life and you gave it to him



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