ANGLIAN LEARNING

Welcome to our Trust

PA to the Principal
Recruitment Pack



Contents

03 Welcome

05 About Anglian Learning and Bottisham Village College

08 Working for Anglian Learning

10 Role Summary

11 Job Description and Person Specification

15 How to Apply

Welcome to Anglian Learning



Thank you for your interest in the position of PA to the Principal at Bottisham Village College.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Ed Compton, Deputy Principal, at ecompton@bottishamvc.org.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin

CEO, Anglian Learning

Our Values:

Aspiration
We are ambitious for ourselves and all those in our community to be the best we can be.

Community
We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.

Empowerment
We enable our academies, staff and learners to embrace new ideas and think creatively.

Inclusivity
We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.



Educating more than 11,100 pupils and employing over 1,650 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.

Educating more than

11,100

pupils

Employing over

1,650

members of staff

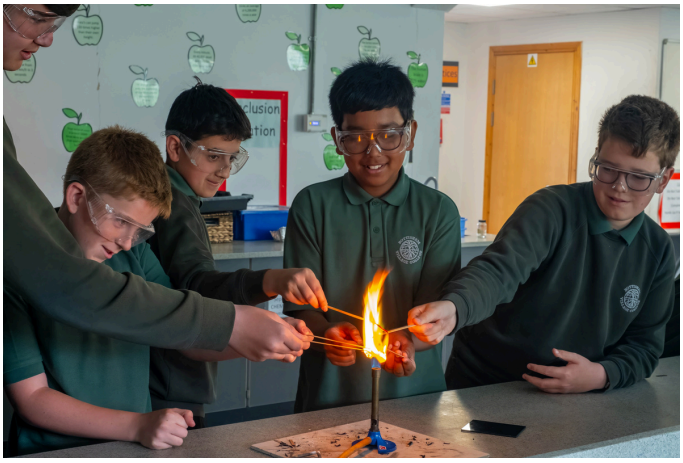
3

counties

22

academies

About Bottisham Village College





Bottisham Village College is an ambitious, innovative and highly regarded comprehensive school serving up to 1,500 students in the heart of rural East Cambridgeshire. We take great pride in our vision: to inspire, to care for and to enrich the lives of every student within our community.

We are committed to providing an outstanding education for all our students, enabling them to thrive academically, develop confidence and independence, and leave us fully prepared to take their place in society. Alongside academic excellence, we are dedicated to creating a culture of belonging where every student feels valued, supported and able to achieve their potential.

Our relationship-driven approach permeates every aspect of College life. From the classroom to the sports field, from the music department to digital learning spaces, positive relationships are at the heart of what we do. We recognise that students learn best when they feel safe, happy and connected, and we work tirelessly to create an environment in which every young person can flourish. This commitment to belonging, care and enrichment defines the experience of being part of our community.

Opened in 1937, Bottisham Village College was the second of the pioneering Cambridgeshire Village Colleges. Founded on the vision of Henry Morris, the Village College movement was built on the belief that schools should sit at the heart of their communities, open to all and providing stimulating environments for lifelong learning. Today, that vision remains central to our identity. Through our Adult Learning provision, community Sports Centre and extensive programme of enrichment opportunities, we continue to serve as a hub for learning, wellbeing and community engagement. Community remains at the heart of all we do.





About Bottisham Village College







Our Staff

As a member of Anglian Learning, we are committed to supporting the professional growth and wellbeing of every colleague. Staff benefit from a rich programme of continuing professional development, tailored to both individual career aspirations and whole-school priorities. Opportunities to collaborate across the Trust, share best practice and access external expertise ensure that professional learning is both meaningful and impactful.

We actively support colleagues at every stage of their career. Early Career Teachers benefit from reduced timetables and enhanced support, while middle and senior leaders are provided with dedicated time to fulfil leadership responsibilities effectively, benefitting from bespoke leadership programmes and coaching. We are passionate about nurturing talent, developing future leaders and celebrating colleagues who contribute to the growth and success of others.

The College enjoys a strong culture of collaboration, professional trust and mutual support. There is a rich blend of experience and fresh perspectives, creating a culture where everyone is encouraged to contribute and flourish.

Staff also play a vital role in our extensive extra-curricular programme. Through sport, music, drama, educational visits, clubs and enrichment activities, colleagues help create opportunities that broaden horizons, develop character and enhance students' experiences beyond the classroom.



Our Students

Our catchment area reflects the rich diversity of East Cambridgeshire and Suffolk, encompassing rural villages, communities connected to the racing industry, areas of social deprivation and areas of relative affluence. As a truly comprehensive school, we are proud of our inclusive ethos and our ability to build positive relationships with every student.

We are committed to ensuring that every young person feels safe, known and supported. By combining high expectations with exceptional pastoral care, we enable students to grow in confidence, develop resilience and achieve success. Our aim is that every student leaves Bottisham Village College equipped with the knowledge, skills and character to lead fulfilling lives and make a meaningful contribution as responsible global citizens.

Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact peopleservices@anglianlearning.org.

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



20 % Discount on certain mobile phone contracts with EE



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card





Role Summary

We are seeking an outstanding PA to the Principal to support a school that is ambitious and at the heart of its community.

As PA to the Principal, you will be demonstrating and modelling the vision and values of the college, both in house to colleagues and externally to our community. You will manage the Principal's diary and act as the first point of contact for staff, parents, governors and trust colleagues, while also supporting both Deputy Principals. You will take responsibility for admissions: a complex area of work, where accuracy matters because every decision affects a family. Confidentiality is expected throughout, as is the judgement to decide what can be resolved independently, what must be escalated and when.

Experience as a high-performing, frontline PA in either the public or private sector, is desirable. Excellent written and spoken communication is essential, as is strong IT competence; our systems continue to evolve, and you will need to evolve with them.

We are ambitious for the young people we serve. If you are highly organised, decisive, calm under pressure and keen to take on real responsibility, we would be delighted to hear from you.

Job Description
PA to the Principal
Bottisham Village College

ANGLIAN LEARNING

SALARY: Scale 5, Point 12-17 (£29,542 -£32,046 FTE).

HOURS: Full time, 37 hours per week, 41 weeks, (term time + 3 weeks)

PENSION: LGPS Pension Scheme

ANNUAL LEAVE: Starts at 25 days plus Bank Holidays, more for those with local government continuous service. Payment for annual leave is included on top of usual salary, and not given as bookable days off.

DISCLOSURE LEVEL: Enhanced DBS plus Barred List Checks

LOCATION: The post holder will be based at Bottisham Village College but will be expected to work across the Trust and to travel between sites.

RESPONSIBLE TO: Principal

MAIN RESPONSIBILITIES

- To provide a full range of advanced secretarial and PA service to the Principal
- To offer calendar support for two Deputy Principals
- Provide gatekeeping for the Principal's Office
- To acknowledge the need for and practice confidentiality, in regard to handling sensitive information pertaining to students, staff or school matters
- To manage the Principal's diary (via Outlook) organise and schedule meetings, book courses, arrange travel and accommodation as needed.
- Organise and manage the arrangements for a range of meetings, coordinating diaries of both internal and external stakeholders, and ensure all meeting preparation is completed (room bookings, refreshments, agendas etc).
- Organising refreshments for staff and visitors as needed, including checking meeting rooms are prepared in advance.
- To develop and distribute meeting agendas, and prompt actions from school business meetings, maintaining timely responses to tight deadlines
- To remain conversant with the Principal's workload on an ongoing basis, whilst proactively supporting them in discharging day to day school matters and queries. This involves undertaking roles and tasks that require an in-depth understanding of methods, systems and processes within school covering a range of procedures, and problem solving as required.
- On a daily basis, deal with the Principal's post and the generic email account, redirecting and distributing as appropriate.

- To receive the Principal's incoming calls, providing a calm and professional response to stakeholders on a range of topics including potential sensitive matters.
- To receive and welcome visitors to the Principal in a professional manner, providing refreshments as required. This involves interacting with colleagues, other Principals, students, parents and members of the public.
- Understanding the work required by the Principal independently and taking responsibility for the preparation and compilation of formal correspondence, reports, emails, mail mergers, spreadsheets, databases and presentations.
- Using own initiative and judgement to prioritise workload, including tasks the Principal needs to action.
- Supporting the Principal in responding to internal and external stakeholders as appropriate, including using own judgement as to the best method of communication and relevant content to include.
- To review and develop effective administrative and filing systems; undertake research, obtain and disseminate information to others, to ensure effective and efficient management of a heavy workload.

Whole school Support:

- Calendar: Close liaison with College Leadership Team including organisation and coordination of CLT calendars for meetings.
- Suspensions:
  - Log information on Bromcom
  - Generation of letters, liaison with parents, organise diaries and book rooms for meetings
  - Notifying Local Authority
- Power for Good
  - Log information
  - Schedule meetings with students
  - Print letters and certificates
- Organising student Leadership process, including interviews with HOL and Principal
- Student references for 'leave to remain' and for other schools
- Provide support for external events as and when needed
- Support with interview processes if needed
- Budget holder for hospitality
- Support the Office Manager as required to ensure an efficient and effective admin function
- Update and maintain policies on the school website
- Ensure GDPR is adhered to, and to keep own knowledge up to date.
- Undertake mandatory training as required
- Any other task as requested by the Principal or CLT that is commensurate with the post.

Admissions Support:

- Transition of September new intake and liaison with Primary Schools for transfer of information.
  - This includes supporting the Head of Learning during new student induction days, visits to the primary schools, organising correspondence for new parents, liaising with Local Authority admission team around intake and student numbers.
  - Liaising with Local Authority regarding admission appeals
  - Organise and support with Summer Steps programme for Year 6 students coming into Year 7

- Student Admissions (in-year transfer) including:
  - Liaison with Local Authority Admissions as well as the Data Manager and Attendance Manager
  - Inform Principal of all admissions related matters
  - Liaise with in term transfer parents
  - Organise visits with Heads of Learning

Person Specification

PA to the Principal
Bottisham Village College

Qualifications and Training

Essential:

- GCSE in English and Maths, with a Grade C or equivilant

Desirable:

- Any relevant qualifications such as Business Administration

Experience

Essential:

- Experience as a high-performing PA in private or public sector
- Successful administrative experience in a busy work environment
- Diary management
- Experience of supporting senior leaders and working with a range of internal and external stakeholders.

Desirable:

- Experience working in education
- Experience of using school management information systems, such as Bromcom

Skills and Knowledge

Essential:

- Strong IT skills, in particular MS Office and ability to learn new systems / databases
- Strong attention to detail and accuracy
- Ability to establish rapport and good working relationships with all stakeholders
- Good understanding of the learning experience in schools
- Strong communication, both written and oral
- Strong commitment to confidentiality
- Highligh organised, and able to handle multiple priorities in a busy role.

Desirable:

- Knowledge of school safeguarding procedures
- Administrative processes relating to student matters

Skills and Knowledge

- Ability to manage own time effectively, and handle interruptions
- Strong teamworking ethic, working collaboratively with colleagues
- Can remain calm, composed and approachable when working under pressure and responding to challenging situations.
- Resilient and empathetic approach
- Proactive and flexible approach to work
- Has the ability to anticipate needs, use initiative and proactively resolve problems.

Personal Qualities

Essential:

- A positive interest in working with children
- An adaptable and flexible approach to working
- Calm, resilient and a firm but fair approach
- A strong commitment to safeguarding and promoting the welfare of young people
- A satisfactory enhanced DBS check, 2 references and medical clearance for the role.

How to apply

Dates

CLOSING DATE:	06 December 2026
INTERVIEW DATES:	14 December 2026
START DATE:	January 2027 subject to pre-employment checks

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about this role and meet the person specification we invite you to apply for this exciting opportunity via our online application process.

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's People Services Team via peopleservices@anglianlearning.org.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.
This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - https://anglianlearning.org/information/data-protection-policies/

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.

Get in touch

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