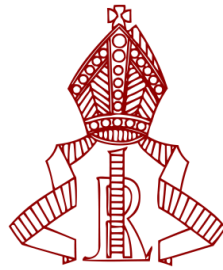


Bishop Luffa School

Personal Assistant
to the Head Teacher



Information Booklet



Bishop Luffa School

Dear potential candidate,

Thank you for your interest in this post. The PA to the Head Teacher is one of those roles that sets the tone for a school. We are looking to recruit someone who shares our values and is willing to work hard at a job that can seem impossible at times, but is also uniquely rewarding. When done well, the Head's PA makes a difference to everyone in our school community.

Bishop Luffa School was founded in the 1960s to provide children with an education underpinned by Christian values. The school gave hope to families who did not believe that you could leave your faith at the door. It also took in children who had failed to get into grammar schools and felt let down by the education system. We still share that same aim to include everyone in everything we do.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore new experiences by studying different subjects and trying different sports and hobbies. We want our students to forge an identity of their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

Bishop Luffa School is part of a Multi Academy Trust, the Bishop Luffa Learning Partnership. This was established in October 2020 and consists of Bishop Luffa School, Rumboldswyke Primary School, Lavant Primary School, Fishbourne Primary School, West Dean CofE Primary School, and Nyewood Infants School. All of the schools have a similar ethos and our committed to maintaining strong links.

We are seeking to appoint a Personal Assistant, following the retirement of the present postholder, to serve as the primary contact for the Head Teacher at Bishop Luffa School.

If you would like to come and visit the school before applying, please do not hesitate to contact Nicky Christopher, Head Teacher's PA (headspa@bishopluffa.org.uk)

Austen Hindman

CEO, Bishop Luffa Learning Partnership and Head Teacher, Bishop Luffa School

head@bishopluffa.org.uk



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- Inspire all students to be ambitious about their futures
- Encourage and develop leadership amongst students and staff
- Develop Partnerships within, and beyond, the school
- Foster engagement in personal and spiritual development
- Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1654 students including 426 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.

Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly.



We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

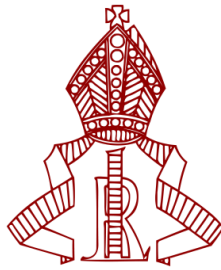
We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which

is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





Personal Assistant to the Head Teacher

Grade 9

£37,563 - £40,444 pro rata

37 hours per week – full time

Holiday entitlement - 27 days per annum (to be taken in school holidays)

Monday to Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm

Bishop Luffa School are looking to appoint a Personal Assistant to the Head Teacher. The successful candidate will be an experienced and well-qualified PA and will demonstrate:

- substantial experience as a senior level PA, preferably in an educational environment
- has high standards and takes pride in the quality of their work
- is able to work effectively in a team
- is patient, flexible, adaptable and able to show initiative

The post requires excellent communication skills, a good general educational background and the ability to work in partnership with all stakeholders.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Closing date for applications: **Thursday 8th October 2026.**
Interviews w/c **12th October 2026.**

Start date: 1st December 2026

Bishop Luffa School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a DBS check. As part of due diligence checks, an online search may be carried out on shortlisted candidates (Keeping Children Safe in Education 2026, paragraph 299).

Job Description

Personal Assistant to the Head Teacher

Role: To manage efficiently and effectively the Headteacher's administration to enable him to lead the School in providing an education that is consistently outstanding. The PA is often the first point of contact to the Headteacher.

Responsible to: The Head Teacher

Key Duties and Responsibilities

- To provide confidential and administrative support to the Head Teacher
- Diary and Calendar Management: create the school calendar for the academic year, coordinate the Head Teacher's diary, arrange appointments, and prioritize meetings.
- Act as the first point of contact for staff, parents and carers, governors and visitors to the Head Teacher, intercepting requests, emails and calls, where appropriate
- Confidentiality and records: handle sensitive data, disciplinary records, or personnel matters with complete discretion and maintain secure filing systems
- To collate and produce all necessary documentation for permanent exclusions and update the MIS system
- Play a strategic role in the school's marketing and publicity, including the website
- Fire warden for Support staff
- Line Manager for Reception team and School Nurse

Main Tasks

- Support the Head Teacher as required
- Manage the Head Teacher's and School Calendar, including scheduling meetings, whole school events, appointments, and create the yearly calendar
- Create the weekly and half termly parents' and carers' Newsletters, Staff Handbook, and Yearbook.
- Manage background administration for key processes e.g. Head Teacher's Report to Governors, Ofsted, drop-ins, appraisals, Faculty reviews, interim analyses
- Filter and manage the Head Teacher's internal and external communications
- Draft and proofread letters, reports, presentations, and other communications on behalf of the Head Teacher
- Liaise with the Head Teacher on the management of school trips and activities
- Manage procedures and all paperwork relating to exclusions
- To main high quality electronic records of all documentation in appropriate directories and folders

- Compile and email the Daily Notices and weekly Staff Bulletin
- Liaise with, and look after, the Head Teacher's visitors
- Manage the administration for the selection and recruitment process up to appointment
- Organise major School events, such as Carol Service, Record of Achievement Evening, Open Evening & Mornings, and Christmas Dinners.
- Run the website, ensuring it is kept up-to-date, meets the highest standards of presentation, and fulfils statutory requirements
- Set up, collate and update confidential staff personnel files
- Point of contact between the Leadership Team and the Head Teacher
- Administrator of Mobile Phone Policy
- Liaison with the Parents & Friends Association to support their events and activities, including the Year 11 Prom, Secondhand Uniform Shop
- To be fully aware of the General Data Protection Regulation (GDPR) and the legal framework that sets guidelines for the collection and processing of personal information from individuals. This includes legislation from the Data Protection and Freedom of Information Acts.
- Work closely with Governors, Trustees and staff, Chichester Diocese and West Sussex County Council

To carry out other professional duties under the reasonable direction of the Head Teacher.

Person Specification

Personal Assistant to the Head Teacher

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
KNOWLEDGE AND EXPERIENCE			
A good general education. Minimum of GCSEs Grade 5 or above, or the equivalent, in Maths and English	✓		Application form and interview
Business Administration/Personal Assistant or similar qualifications or experience	✓		Application form and interview
Knowledge of/or previous experience of working in a school environment.		✓	Application form and interview
Experience in event planning or managing school functions		✓	Application form and interview
SKILLS AND ABILITIES			
Outstanding ICT skills, including Microsoft Word, Excel etc. and the ability to adapt to the use of technology and school systems	✓		Application form and interview, professional references
Excellent organisational and administrative skills, with experience in multi-tasking, managing own time and prioritising workloads	✓		Application form and interview, professional references
Proven experience working in a discreet and sensitive manner, with a high level of discretion and confidentiality at all times.	✓		Application form and interview, professional references
Flexible, adaptable and calm in a dynamic working environment with competing priorities	✓		Application form and interview, professional references
Outstanding communication and interpersonal skills, with an ability to build relationships with people at all levels, both internally and externally.	✓		Application form and interview, professional references
Excellent written and verbal communication skills, with an excellent phone etiquette.	✓		Application form and interview, professional references
Excellent attention to detail with a high degree of initiative and a flexible attitude.	✓		Application form and interview, professional references
Ability to be resourceful and proactive when issues arise.	✓		Application form and interview, professional references
To be self-motivated, persistent and good humoured.	✓		Application form and interview, professional references

PERSONAL CHARACTERISTICS			
Must inspire the trust and confidence of the Head Teacher	✓		Application form and interview, professional references
Ability to work under pressure	✓		Application form and interview, professional references
Ability to exhibit tact and diplomacy at all times	✓		Application form and interview, professional references
Enthusiastic with a pleasant disposition	✓		Application form and interview, professional references
Warm, welcoming, friendly and helpful personality	✓		Application form and interview, professional references
Dependability and good time keeping	✓		Application form and interview, professional references
Professional attitude and appearance	✓		Application form and interview, professional references
Committed to safeguarding and promoting the welfare of students.	✓		Application form and interview, professional references
A positive and collaborative team player.	✓		Application form and interview, professional references
Support and endorse the school's Christian ethos		✓	Application form and interview

Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.