

The people behind
the magic.



JOIN OUR TEAM

Personal Assistant to the Senior Leadership Team (SLT)

Salary: Band F (NJC 16-19) **Full time:** £30,518 - £32,016 **Actual:** £27,039 - £28,366

Contract: Permanent, term time only plus 10 days

Hours: 37 hours per week, Core working pattern expected to be 08.00-16.00 Monday – Thursday and 08.00-15.30 Friday - some flexibility will be required for meetings held outside of these core hours

Closing Date: Thursday 11th December 2025 at 9am

Interview: Week commencing 15th December 2025

Start Date: 5th January 2026 (or as soon as possible thereafter)

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Together
Learning Trust

THE SCHOOL

CHARACTER BUILDING SINCE 1712



Welcome to The Brooksbank School, where we have a rich and long history of serving the community of Elland. We are proud to be the second largest comprehensive high school in Calderdale, with 1700 students who are at the heart of everything we do. Our school has maintained its own sixth form centre, providing our students with continuity and the opportunity to achieve their full potential.

At Brooksbank, we are fully committed to academic excellence and strive to provide the best possible education for our students. Our school consistently ranks highly among the top non-selective schools in Calderdale. However, we also believe that true accomplishment goes beyond academic success. That's why we encourage our students to pursue their passions in the arts, sports, media, and community work, which will shape them into future leaders.

We are excited to share that 2022 marks a new chapter in our school's journey as we joined the Together Learning Trust. This move provides us with the opportunity to further improve our school and continue our mission of providing an excellent education for every student, every day. As part of a committed and supportive staff team, you'll find opportunities here to shine and represent the #spiritofbbs.

We invite you to become a part of our school community, where you will be welcomed with open arms. At The Brooksbank School, you'll find a warm and nurturing environment that encourages personal growth and fosters a sense of belonging. Join us on this exciting journey and be a part of something truly special.



There are increasing numbers of 'success stories' for pupils who now engage successfully with their learning as a result of the support they receive

- OFSTED REPORT 2022

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When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."

- DAMIAN BALL

Assistant Headteacher, The Brooksbank School

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Personal Assistant

We're looking for a highly organised, people-focused **Personal Assistant** to play a key role at the heart of our school. This is an excellent opportunity to use your strong administrative skills to support children, young people and our wider school community.

In this role, you will provide essential support for the effective governance and administration of the Brooksbank School. This includes coordinating organisational tasks, preparing reports, taking minutes and overseeing meeting logistics and maintaining clear, professional communication with key stakeholders.

This is a varied and fast-paced position—ideal for someone with a solid background in professional administration and a warm, proactive, forward-thinking approach.

What the role involves in a nutshell:

- Provide the highest level of confidential support to the Head of School, Governors and Senior Leadership Team (SLT)
- Coordinate and organise SLT, Heads of Department and other Management Meetings as directed by the Headteacher
- Support the Head of School and Assistant Headteacher (Pastoral) with exclusions (including Permanent Exclusion), liaising with Governors as appropriate
- Liaise with SLT and Staff to manage school visits
- Contribute to the overall ethos, vision and aims of the school
- HR administration and recruitment support - organising and coordinating interview days, including obtaining relevant ID and documentation from candidates.
- Manage Single Central Record, ensuring new starters and leavers are added and removed.

What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pensions Fund
- A Supportive and forward-thinking Leadership Team
- Staff development through appraisal and CPD
- Working as part of a creative and supportive team who want the best for all of our students
- Free Parking
- Cycle to Work scheme
- Additional holidays linked to service
- Eye Care
- Annual Flu Vaccines
- Home & Technology Scheme
- Rewards and discounts
- GP Online and Prescription Service
- Your Care Wellbeing package
- Lifestyle benefits (discount platform)

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.



Personal Assistant

Responsible to:	Business & Compliance Manager
Responsible for:	N/A
Band/Salary	F, NJC scale points 16 – 19, 37 hours, Term Time Plus 10 days
Main Purpose of the role	<ul style="list-style-type: none"> • Provide the highest level of confidential support to the Head of School/Headteacher, Governors and Senior Leadership Team (SLT) • Coordinate and organise SLT, Heads of Department and other Management Meetings as directed by the Headteacher • Support the Head of School/Headteacher and Deputy Head of School (Pastoral) with exclusions (including Permanent Exclusion), liaising with Governors as appropriate • Liaise with SLT and Staff to manage school visits • Contribute to the overall ethos, vision and aims of the school • HR administration and recruitment support • Organise and coordinate interview days, including obtaining relevant ID and documentation from candidates. • Manage Single Central Record, ensuring new starters and leavers are added and removed.
Main Duties & deliverables	<ul style="list-style-type: none"> • Maintain the highest level of confidentiality at all times. • Receive and welcome visitors to the school on behalf of the Head of School/Headteacher in a professional manner, providing refreshments as required, being highly courteous and effective at all times. • Screen and prioritise all incoming correspondence (including emails, telephone calls and letters), providing the Head of School/Headteacher with the necessary information to assist with replies, drafting responses where appropriate. • Provide a full range of advanced PA services for the Head of School/Headteacher and Senior Leaders, including dictation (personal and audio), minute taking, filing, and any other required duties. • Remain conversant with the Head of School/Headteacher’s workload on an on-going basis, managing the Arbor & Outlook diary to ensure that urgent and/or important appointments are given priority and efficient use is made of the Head of School/Headteacher’s time. Including: liaison with relevant staff to avoid potential clashes, using initiative to re-prioritise changing commitments, and taking immediate action by ensuring critical issues are immediately referred to appropriate personnel. • Preparation and distribution of agendas and paperwork and minute taking for staff, leadership and management meetings. • Supporting the Head of School’s/Headteachers management of administrative duties including the preparation of necessary documents and reports. Providing all paperwork for meetings in advance. • Provide accurate and timely administration to support the suspension process by logging each suspension in Arbor and completing appropriate paperwork to be shared with parents / carers. • Organise and file paperwork, documents and computer-based information. • Undertake liaison between the Head of School/Headteacher and school staff,

parents and the local community in general (including exclusions).

- New starters onboarding; meet and greet on day one and oversee the provision of the induction pack, ID badge, ICT and Arbor access, first day start checking confirmation to payroll, update the staff list, telephone list and fire list.
- Processing leavers; update Arbor with an employment end date, and update personnel file with resignation letter, update Finance Team / payroll, update DfE website to remove (un-claim) the employee.
- Updating the personnel folders and updating Finance Team / payroll with changes to contracts.
- DBS checks for new staff and rechecks every 5 years for employed staff
- Manage Single Central Record, ensuring new starters and leavers are added and removed.
- Provide administrative support for the Senior Leadership Team as directed by the Head of School/Headteacher.
- Provide central communication to all staff including daily staff email, leave of absence approvals and important messages from the senior leadership team
- Liaise with Headteacher to agree an agenda for Local Governing Board meetings, collect and collate all required documentation in a timely manner.
- Work with Clerk to Governors as and when required (eg. LGB Meetings and Permanent Exclusion panel meetings).
- Manage and update the school calendar following diary approvals, including yearly update and school events.
- Named person for complaints and positive feedback.
- Support trip leaders with coordination of trips and visits using the EVOLVE system; liaise with relevant members of staff such as Finance and Cover.
- Co-ordination of admin / testing for sporting criteria applicants

Quality Assurance

- Ensure a consistent house style for all internal and external communications.
- Ensure grammar is accurate and the style of language is clear to the specific audience.
- Promote excellence at all points of delivery.
- Actively participate in school monitoring and evaluation procedures and update SEF/SDP.

Other Additional Duties

- Play a full part in the life of the school community, supporting its distinctive mission and ethos, encouraging and ensuring staff and students follow this example, including representing the school in a professional and positive light at all times and to all stakeholders
- Be fully compliant with the school's safeguarding policy and contribute to the safety and supervision of students on site
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Promote teamwork and to motivate staff to ensure effective and timely input into all school communication methods.
- Act as a professional role model.
- Any other duties as required by the Head of School/Headteacher

	<p>commensurate with the grade.</p> <ul style="list-style-type: none"> • Complete a 3 day first aid at work training course and provide emergency cover for staff first aid as required.
<p>Expected Behaviours</p>	<ul style="list-style-type: none"> • Undertake other duties and responsibilities of an equivalent nature as may be required by the line manager. • Be able to work collaboratively as part of a team • Develop positive working relationships with colleagues • Communicate clearly, respectfully and professionally with pupils, parents, colleagues and visitors • Work with his or her line manager to develop and implement a professional development plan • Use feedback and personal reflection to improve his or her own working practices • Where relevant, maintain first aid accreditation • Understand how the role supports the quality of teaching and learning • Understand the roles of external agencies and how to work with them as required • Use IT hardware and relevant software packages efficiently and effectively as required to fulfil your role. • Retrieve and share the various types of information required by the post holders specific role • Be able to competently use items of office equipment, such as the photocopier, and keep up to date with developments and changes to such equipment • Maintain filing systems, (both paper and electronic), efficiently and in accordance with current systems and processes • Ensure that documents are prepared and data is entered into IT systems accurately and on time • Answer telephones promptly and with a respectful and professional manner • Be familiar with all policies and procedures that are relevant for the role • Know where to get help and support • Know the limits of the role and when to refer people or issues elsewhere • Maintain confidentiality at all times • Understand your role in safeguarding and act on any safeguarding issues in accordance with school procedures • Maintain a safe working environment for yourself and others
<p>Other specific duties</p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and head of School/Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Head of School/Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.</p>	

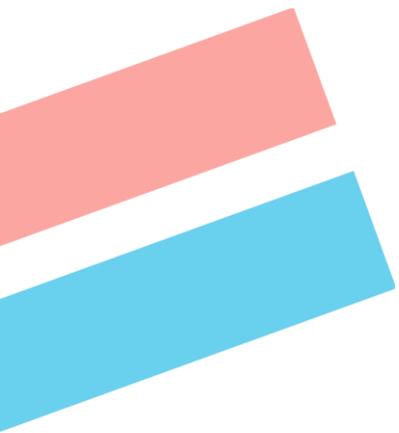


Personal Assistant

To be assessed through application, reference and interview.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
A relevant qualification in Business/admin/HR or equivalent area		✓
5 GCSEs (Grade C / 4 or above in Mathematics and English) or demonstratable experience	✓	
Experience		
Professional experience in a secretarial or personal assistant role	✓	
Proficient in the use of all Microsoft suite packages (incl email, excel, word, forms etc)	✓	
Experience of relaying important information/messages to external stakeholders (governors, parents etc.) in a professional and courteous manner	✓	
An excellent track record of recent, relevant professional development	✓	
Skills and Abilities		
Excellent communication skills both verbal and written	✓	
Excellent numeracy and literacy skills	✓	
Ability to take ownership of work and see tasks/situations through to conclusion	✓	
Ability to strategically manage individuals	✓	
Able to act autonomously and deal with situations as they arise	✓	
Excellent prioritisation skills with the ability to manage own workload and time effectively	✓	
Excellent organisational skills; able to facilitate meetings and diaries proactively	✓	
Able to work on own initiative and contribute to the effective working of a team	✓	
Able to work strategically and to seek and implement creative solutions	✓	
Ability to adapt and be flexible to the needs of the school	✓	
Ability to communicate to a range of audiences including cover agencies, parents, and the wider school community	✓	
Works well under pressure and to tight deadlines	✓	
Able to motivate and persuade, negotiate, and influence others	✓	
Personal Attributes		
Self-driven with a positive outlook	✓	
Act with integrity and respect	✓	
Kind and approachable	✓	
A natural forward planner who assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Sensitive to the needs of others	✓	
Empathetic	✓	
Well-presented and professional	✓	
Keen for new experiences and responsibility	✓	

Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	



HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions ahead of making a formal application, we would be delighted to hear from you. Please contact Nicola Davies our School Business & Compliance Manager via n.davies@brooksbank.TLT.school

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2025.