



Moseley School
and Sixth Form



Moseley School
and Sixth Form

PA & Office Manager



Succeeding together



Dear Colleague,

Join a school where every role makes a difference.

Moseley School & Sixth Form is seeking to appoint an outstanding PA & Office Manager to join our dedicated team. This is a pivotal role at the heart of our school, providing high-level support to senior leaders and ensuring the smooth and efficient running of our busy administration function.

We are looking for an experienced, highly organised and proactive professional who thrives in a fast-paced environment and is committed to delivering exceptional support to students, staff, parents and visitors. As a key member of our school community, you will play an important role in helping us achieve the very best outcomes for our young people.

If you are passionate about making a difference, possess excellent communication and organisational skills, and are looking to join a supportive and ambitious school, we would love to hear from you.

This is an exciting opportunity for an experienced and highly organised professional to take on a key role within our school community. As PA & Office Manager, you will provide high-level administrative support to the Executive Head Teacher and Head of School while overseeing the efficient day-to-day operation of the school office. Working at the heart of the school, you will act as a professional first point of contact for staff, students, parents, governors and external visitors, ensuring that all interactions reflect the welcoming, supportive and ambitious culture of Moseley School & Sixth Form. This role would suit someone who thrives in a fast-paced environment, has exceptional organisational and communication skills, and is passionate about contributing to the success and wellbeing of young people.

Moseley School & Sixth Form is a vibrant, diverse and inclusive school with a proud history of serving its local community. We are committed to ensuring that every student is known, valued and supported to achieve their full potential. Our dedicated staff work collaboratively to create a culture of high expectations, strong relationships and continuous improvement.

At Moseley School & Sixth Form, our ethos is built around our **RAISE** values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** – inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding



These values underpin everything we do and guide our mission to secure the very best futures for our students and staff.

We warmly welcome prospective applicants to visit the school and learn more about the role and our community.

As the school will be closed for the remainder of July and August, visits can be arranged during the first or second week of September 2026.

If you would like to arrange a visit or have any questions about the role, please contact recruitment@moseley.bham.sch.uk Please note that the recruitment inbox will be monitored periodically throughout the summer holiday period and therefore responses may take longer than usual. We appreciate your patience and will respond to enquiries as soon as possible.

Closing Date: 14th September 2026

Please note that we reserve the right to close this vacancy early should a sufficient number of applications be received.

Interview Date: 17th September 2026

Moseley School & Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to all necessary pre-employment checks, including an enhanced DBS check, online searches and satisfactory references in line with *Keeping Children Safe in Education* guidance.

Best wishes,

Mr Simon Edwards
Head of School

Mr Richard Reeve
Executive Headteacher



Job Information

Post Title:	PA & Office Manager
Reporting to:	Head of School
Salary/Grade:	Grade 4; SP23 £34,434 to SP31 £41,771 FTE
Contract type:	Permanent
Contract start date:	As soon as possible
Disclosure Level:	Enhanced
Working Time:	Full time 36.5 hours per week, plus one evening until 6pm, All year round, banked hours. Given the nature of the role some flexibility may be required concerning start and end times to meet the needs of the school.

We are seeking an experienced, highly organised and proactive professional who thrives in a fast-paced environment and is committed to delivering exceptional support to students, staff, parents and visitors. The successful candidate will have experience working within a school environment and a proven track record of delivering high-quality administrative support. They will possess excellent interpersonal, communication and organisational skills, demonstrate a high level of professionalism and discretion, and have the ability to build positive relationships with a wide range of stakeholders. As a key member of our school community, you will play an important role in supporting the effective leadership and governance of the school and helping us achieve the very best outcomes for our young people.

The PA & Office Manager will lead and support the Reception Team, ensuring the delivery of a professional, efficient and welcoming front-of-house service at all times. As a key ambassador for the school, you will oversee the day-to-day operation of reception, ensuring that students, staff, parents, governors, visitors and external agencies receive a positive experience and high-quality customer service. You will also be responsible for coordinating staffing arrangements, maintaining service continuity and fostering a collaborative and supportive team environment.

The successful candidate will:

- Have experience working within a school environment.
- Be highly organised, proactive and able to effectively manage competing priorities.
- Possess excellent interpersonal, communication and organisational skills.
- Have experience across a broad range of administrative functions.
- Demonstrate professionalism, discretion and the ability to handle confidential information sensitively.



- Have experience of supporting senior leaders and coordinating meetings, communications and documentation.
- Be proficient in Microsoft Office applications and administrative systems.
- Have strong attention to detail and a commitment to accuracy.
- Be able to work independently, use initiative and meet deadlines in a fast-paced environment.
- Have experience of line managing staff and fostering positive team relationships.
- Be committed to delivering an excellent service to students, staff, parents, governors and visitors.
- Be a positive team player who contributes to the welcoming, supportive and ambitious culture of Moseley School & Sixth Form.

What we can offer you

At Moseley School & Sixth Form, we recognise that our staff are our greatest asset. We are committed to creating a positive, supportive and rewarding working environment where colleagues feel valued, respected and empowered to succeed. We offer excellent opportunities for professional development, a strong focus on staff wellbeing, and the chance to be part of a friendly, ambitious and inclusive school community that is dedicated to securing the very best outcomes for young people.

As a member of our team, you will benefit from:

- A supportive and approachable leadership team.
- Extensive CPD and career development opportunities.
- Opportunities for staff voice through surveys and feedback sessions.
- A confidential 24-hour Employee Assistance Programme.
- Regular staff wellbeing initiatives and resources.
- Whole-school celebrations and recognition events each term.
- Free annual flu vaccinations.
- Free access to the school's on-site gym.
- Complimentary tea and coffee throughout the day.
- A designated on-site parking space.
- Access to a salary sacrifice Cycle to Work Scheme.
- Childcare voucher scheme (where applicable).
- Paid and unpaid leave provisions to support significant life events and personal circumstances.



Job Description

Post Title:	PA & Office Manager
Reporting to:	Head of School
Salary/Grade:	Grade 4; SP23 £34,434 to SP31 £41,771 FTE
Contract type;	Permanent
Contract start date;	As soon as possible
Disclosure Level:	Enhanced
Working Time:	Full time 36.5 hours per week, plus one evening until 6pm, All year round, banked hours. Given the nature of the role some flexibility may be required concerning start and end times to meet the needs of the school.

Core Purpose:

Responsibilities – PA to Headteacher:

- Manage the Executive Headteacher and Head of School's diary, coordinating appointments and meetings with internal and external stakeholders and agencies.
- Undertake confidential work on behalf of the Executive Headteacher and Head of School's, including the preparation of confidential correspondence, reports and documentation.
- Prepare, maintain and manage filing systems and records, including school policies, procedures and other key documentation.
- Prepare statutory and non-statutory returns, reports and information as required by the Executive Headteacher and Governing Body, ensuring deadlines are met.
- Manage correspondence and communications efficiently, assessing, prioritising and disseminating information as appropriate.
- Maintain effective communication channels between the Executive Headteacher, Head of School, teaching and support staff, Governors, parents and external agencies.
- Respond to and manage enquiries from a wide range of stakeholders in a professional and timely manner.
- Ensure Governing Body papers are prepared and provided to the Clerk to Governors within required timescales, including printing and organising documentation for meetings and supporting the administrative needs of the Governing Body.
- Provide administrative support to the Executive Headteacher, Head of School and Chair of Governors in relation to Governor recruitment and appointment processes.
- Coordinate responses to complaints received through all channels, ensuring they are handled promptly, professionally and in accordance with school procedures, while maintaining accurate records.
- Liaise with and direct staff regarding queries, requests and administrative matters as appropriate.



- Deputise for the Design and Communications Officer when required, including the production of the Staff Bulletin and the distribution of communications to students and parents via EduLink and the school website.
- Maintain accurate and up-to-date information and documentation on the school intranet.
- Ensure the smooth, efficient and professional operation of the Headteacher's Office at all times.
- Ensure all approved planned staff absences are accurately recorded on the school's management information system.

Responsibilities – Senior Leadership Team Support

- Provide high-quality administrative and organisational support to the Executive Headteacher and Head of School, including arranging meetings, managing correspondence and providing general administrative support.
- Liaise with the Leadership Team to ensure all school policies are reviewed and updated in line with statutory requirements and agreed deadlines, approved by the relevant Governing Committee and disseminated appropriately across the school.
- Organise meetings for the Executive Headteacher and Head of School and other senior leadership groups, ensuring that agendas, reports and supporting papers are prepared and distributed in a timely manner.
- Attend meetings as required, including the weekly Senior Leadership Team meeting, taking accurate minutes and maintaining records of actions, decisions and outcomes. Ensure actions are followed up and completed within agreed timescales. The weekly Senior Leadership Team meeting is expected to run until at least 6:00pm, and attendance at this meeting forms an essential part of the role.
- Assist with the administration of staff appraisal and Continuous Professional Development (CPD) processes.
- Organise meetings for the Staff Social and Wellbeing Committee, including agenda preparation, minute-taking and action tracking.
- Provide ad hoc support to arrange cover for absent staff. This responsibility will occasionally require a 6:45am start, with an adjusted earlier finish time on those days.

Responsibilities – Line Management of the Reception Team

- Lead and line manage the Reception Team, including providing day-to-day support, guidance and supervision to ensure a high-quality and professional reception service.
- Monitor workload and performance, supporting the development of team members and promoting consistently high standards of customer service.
- Coordinate and organise appropriate cover for Reception Team absences to ensure the smooth running of reception and school administrative functions.
- Provide reception cover when required, including during periods of staff absence or increased operational need, to maintain continuity of service.
- Ensure reception procedures are effective, efficient and aligned with the school's safeguarding, security and operational requirements.



Responsibilities – Health & Safety

- Act a Fire Marshall
- Ability to be an on-call First Aider

Responsibilities – General

- Update the School Staff Handbook
- Arrange all end of term and any ad hoc staff events
- Co-ordinate student reward events as directed by the Headteacher
- Prepare all celebratory certificates and Headteacher commendations for students and staff
- Contact for Moselians and external agencies and companies
- Monitoring of isolated students outside the Headteacher's office
- General duties including overseeing hospitality, photocopying, word processing and laminating.

Other Responsibilities

- Assist with student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed
- Participate in professional development opportunities, willingness to develop additional skills and expertise
- Keep up to date with current educational developments and legislation affecting your area of responsibility
- Be aware of and support difference and ensure equal opportunities for all
Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Be aware of and follow safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy
- To comply with the school's Health and Safety policy and statutory requirements
- To undertake any other duties not detailed above commensurate with the level of the post.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

An online search will be carried out as part of due diligence on all short-listed candidates. References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.

Personal Specification



**Moseley School
and Sixth Form**

Post Title: PA & Office Manager

Method of Assessment

(MOA) AF Application Form

L Lesson
observation

I Interview

T Test or
Exercise

P
Presentation

	Essential E/ Desirable D	Method of assessment
Qualifications & Experience		
Educated to A level with GCSEs in English and Mathematics at grade A*-C or equivalent	Essential	AF
Educated to degree level	Desirable	AF
Substantial experience of working in an office environment	Essential	AF/I/T
Experience of working as a Personal Assistant	Essential	AF/I/T
Experience of working in a school office	Essential	AF/I/T
Experience of a wide range of administrative functions	Essential	AF/I/T
Skills and Abilities		
Good working knowledge of Microsoft office (Word, PowerPoint and Excel)	Essential	AF/I/T
Excellent interpersonal skills	Essential	AF/I/T
Good organisational skills	Essential	AF/I/T
Ability to work collaboratively and as part of a team	Essential	AF/I/T
Ability to interpret varying situations and solve problems on a day-to-day basis.	Essential	AF/I/T
Ability to work with autonomy, within set boundaries	Essential	AF/I
Ability to cope with conflicting demands, deadlines and interruptions	Essential	AF/I/T
Ability to meet the physical demands of the post	Essential	AF/I/T
Ability to be a First Aider	Essential	AF/I
Other Attributes		
Interest in own personal development and willingness to undertake further training	Essential	AF/I
Proven experience in managing issues of confidentiality and sensitivity	Essential	AF/I/T
Demonstrates a commitment to safeguarding and a suitability to work with children, including appropriate relationships with children, emotional resilience to challenging behaviour and attitudes to the use of authority and maintenance of discipline	Essential	AF/I
Proven good attendance and punctuality.	Essential	AF/I
Flexible approach to duties, including providing support for other administrative functions as directed.	Essential	AF/I
Ability to relate to and promote the ethos of the school.	Essential	AF/I

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students

Succeeding together



Moseley School
and Sixth Form



Moseley School
and Sixth Form

