



Moseley School
and Sixth Form



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PA & Office Manager



Succeeding together



Dear Colleague,

We are looking to recruit a PA & Office Manager to join us at Moseley. We are looking for a new team member with the passion and enthusiasm to make a positive impact on the young people at our school. This is an exciting opportunity for an experienced PA & Office Manager. The ideal candidate will already possess the knowledge and experience to make this role successful and be able to provide the best support for our students.

At Moseley School & Sixth Form, our ethos is built on 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 provide the best possible futures for our students and staff.

We welcome visitors to the school. Please contact recruitment@moseley.bham.sch.uk, if you have any questions about the role or school and would like to arrange a visit.

Your application must be received by 8.00am Monday 18th May 2026.

Please note this advert may close when sufficient applications are received.

Interviews will take place on Thursday 21st May 2026.

Best wishes,

Simon Edwards
Acting Headteacher



Job Information

Post Title:	PA & Office Manager
Reporting to:	Headteacher
Salary/Grade:	Grade 4; SP23 £34,434 to SP31 £41,771 FTE Actual pro rata salary Grade 4; SP23 £30,573 per annum before deductions, Grade 4; SP31 £37,088 per annum before deductions
Contract type;	Permanent
Contract start date;	ASAP
Disclosure Level:	Enhanced
Working Time:	Full time 36.5 hours per week, term time only plus 5 days to be worked in the holidays, 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 looking to recruit a Personal Assistant to the Headteacher/Office Manager to join us at Moseley. We are looking for a team member with the passion and enthusiasm to make a positive impact within the role. The ideal candidate will already possess the knowledge and experience to make this role successful and be able to provide the best support for the Head Teacher, Staff and students.

Successful candidates will have:

- Experience of working in a School Environment
- Have excellent interpersonal and organisational skills.
- Experience of a wide range of administrative functions

What we can offer you as an Employer:

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement. This includes:

- Supportive Line Management
- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations



- Free access to the school's onsite gym
- Free tea and coffee throughout the day
- A designated car park space for each staff member
- Salary sacrifice Cycle to Work Scheme
- Childcare voucher scheme
- Paid and unpaid leave to support life events.

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Core Purpose:

Responsibilities – PA to Headteacher:

- Diary management involving liaison with different agencies, both internal and external to the school.
- Confidential work for the Headteacher such as preparation of confidential reports.
- Preparation, maintenance and management of filed records including school policy and procedures.
- Preparation of returns and reports as required by Headteacher/ Governing Body to agreed/required deadlines.
- Effective management of all correspondence and communication, including assessment and dissemination of information as appropriate.
- Provision of efficient and effective communication channels between the Headteacher, teaching and support staff, Governors, outside agencies etc.
- Dealing with enquiries from all stakeholders
- Ensure Governors paperwork is prepared and passed to the Clerk to Governors within the statutory time limits, papers are printed for meetings, papers are stored correctly and any other administration needs of the Governing Body
- Co-ordinate responses to complaints received, in all forms and ensure they are dealt with in a timely and effective manner. Ensuring accurate records are kept of all complaints.
- Liaising and directing members of staff with queries or questions.
- Deputise for the Design and Communication Officer to produce Staff Bulletin and send communications to students and parents via EduLink and the website.
- Maintain up-to-date documents on the intranet.
- Ensure the smooth and calm running of the Headteacher's office.
- Provide administrative support to the Chair of Governors and the Headteacher in recruitment to Governing Body.
- Ensure all agreed planned absences are recorded on the school system.



Responsibilities – SLT Support

- Provide assistance for the Senior Leadership Team, including arranging meetings and administration support
- Liaise with Leadership Team to ensure all school policies are updated in accordance with deadlines, approved by the associated Governing committee, disseminated up to date policies.
- Organising Meetings for Headteacher and Core Leadership groups.
- Taking minutes at meetings and ensuring actions recorded at meetings are completed.
- Assist with CPD and appraisal administration.
- Organise meetings and take minutes for the Social and Wellbeing Committee.
- Provide ad hoc support to arrange cover for absent staff, which will require a 6:45 am start and an early finish.

Responsibilities – Line Management

- Line manage the Reception Team
- Provide and organise cover for the Reception Team when required

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

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		
<ul style="list-style-type: none"> Educated to A level with GCSEs in English and Mathematics at grade A*-C or equivalent Educated to degree level Substantial experience of working in an office environment Experience of working as a Personal Assistant Experience of working in a school office Experience of a wide range of administrative functions 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF</p> <p>AF</p> <p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I/T</p>
Skills and Abilities		
<ul style="list-style-type: none"> Good working knowledge of Microsoft office (Word, PowerPoint and Excel) Excellent interpersonal skills Good organisational skills Ability to work collaboratively and as part of a team Ability to interpret varying situations and solve problems on a day-to-day basis. Ability to work with autonomy, within set boundaries Ability to cope with conflicting demands, deadlines and interruptions Ability to meet the physical demands of the post Ability to be a First Aider 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I</p> <p>AF/I/T</p> <p>AF/I/T</p> <p>AF/I</p>
Other Attributes		
<ul style="list-style-type: none"> Interest in own personal development and willingness to undertake further training Proven experience in managing issues of confidentiality and sensitivity 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 Proven good attendance and punctuality. Flexible approach to duties, including providing support for other administrative functions as directed. Ability to relate to and promote the ethos of the school. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>AF/I</p> <p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>



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