

Headteachers PA & Admissions Manager

Starting September 2026

25 hours per week

Working Pattern: 5 days per week Monday – Friday 09:00 to 2:00pm

(4 days considered for the right candidate)

Term-time plus: 39.4 weeks of the year

Starting salary ELM7 £33,552- £35,763 FTE

Actual Salary – £20,250- £21,585 per annum

We are seeking to appoint an enthusiastic, efficient, and highly organised PA to the Headteacher & Admissions Manager to join our growing school. The successful candidate will play a key role in providing high-quality administrative and organisational support to the Headteacher while also managing the school's admissions process, ensuring a positive and welcoming experience for prospective families.

Duties will include:

- Provide confidential and efficient administrative and organisational support to the Headteacher.
- Manage and coordinate the Headteacher's diary, meetings, and correspondence.
- Act as the first point of contact for the Headteacher, managing enquiries from parents, staff, and external stakeholders.
- Manage and coordinate all aspects of the school's admissions process, from initial enquiry through to enrolment, including in-year admissions.
- Serve as the first point of contact for prospective families, providing guidance and information about the school.
- Organise and support school tours, open days, and other promotional or admissions events.
- Maintain accurate admissions records and manage applications through the school's systems.
- Liaise with the Senior Leadership Team and teaching staff regarding admissions planning and pupil placements.
- Support marketing and communication activities to promote the school to prospective families.
- Ensure compliance with relevant policies, legislation, and safeguarding requirements throughout the admissions process.

Successful candidates will:

- Have previous experience working in a school environment (essential).
- Possess excellent communication and interpersonal skills, with the ability to build strong relationships with families, staff, and external stakeholders.
- Be confident, enthusiastic, flexible, and a strong team player.
- Demonstrate initiative and be willing to go the extra mile when required.
- Be highly organised, with the ability to prioritise a busy workload effectively.
- Have strong numeracy, IT, and design skills, with excellent attention to detail.

In return we offer:

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

Closing date: Monday 13th April 2026 at 9:00am

Interviews: w/c Monday 20th April 2026

Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.

