



PA to Principal

Application Pack

The Queen Elizabeth Academy
Witherley Road
Atherstone
CV9 1LZ

Contents

01	Welcome from the Chief Executive	Page 3
02	About Academy Transformation Trust	Page 4
03	Academy Information	Page 6
04	Job Description	Page 7
05	Person Specification	Page 9
06	Onboarding	Page 12
07	ATT Institute Information	Page 13
08	How to Apply	Page 14



Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



The Queen Elizabeth Academy

Based in Atherstone, Warwickshire, The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

TQEA is an 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future. With a brand new school building, which opened in November 2016, this really is a great place to work.

The academy's vision is for all students to realise their full potential, equipping them with the skills and qualities required for success in the competitive 21st century. We are committed to raising standards and providing students with exceptional opportunities to support learning. We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success, along with an open-minded, proactive attitude to working within a team. We want individuals who want to go the extra mile for our community and have an absolute commitment to safeguard our students.

Teamwork is at the heart of everything we do and by working together we aim to secure a successful future for all. We encourage those interested in joining our school to spend some time with us to gain a real understanding of our ethos and what we have to offer. The dedication of the staff and the enthusiasm of the students, coupled with the support of our parents and carers, makes this a very special place.

To find out more, please visit: tgea.attrust.org.uk



Job Description

PA to Principal

Purpose of the role:

- Provide administrative and reprographic support to the Principal.
- Provide administrative and reprographic support for the teaching staff.

Wider contribution as a member of the academy:

- Lead by example and consistently embody our high expectations as set out in our policies.
- Contribute to the effective safeguarding of students, promoting student welfare and working with the SLT to ensure that students and staff are safe.
- Build positive and strong relationships with our students, valuing their opinions and encouraging the development of our TQE TRAITS- Securing the highest academic standards through the provision of: outstanding learning and teaching and student welfare
- Promote inclusion, equality of opportunity and diversity in all of your work.
- Support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the academy's work.
- Assist in the day-to-day operational running of the academy.
- Contribute to and take an active part in your own professional development and the improvement of the academy.
- Value and recognize the work of all staff in the academy.

Principal Accountabilities:

To support the Academy Principal

- To manage and undertake administrative, secretarial, word processing/typing, computing and information/data services, ensuring that these functions are organised efficiently to meet the needs of the academy.
- To provide an extensive PA service to the Principal and other members of the Senior Leadership Team.
- To ensure that the academy website is kept up to date and that information sent to parents is compliant with the corporate image of the academy.
- To monitor the office email address and ensure that queries are dealt with in a timely manner to ensure customer satisfaction.
- To maintain the academy's complaints log, ensuring it is up to date and returned to head office when required.
- To maintain the academy calendar so that all pertinent parties are aware of meetings, events, and presentations taking place in the academy.
- To ensure that confidentiality is maintained at all times when dealing with matters of a sensitive nature and ensuring compliance with the academy's Data Protection Policy.

- To quality assure all messages sent out via the academy communications system to ensure they are accurate and well written.
- To support with the academy's approach to parents evenings, open evenings, ensuring rooming and preparations are put in place.

Academy Administration

- To contribute to the development and planning of effective and efficient support services within the academy.
- To manage and undertake administrative, secretarial, word processing/typing, computing and information/data services for Senior Leaders at TQE.
- To support the production of signs, text and pictures for display.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post as directed by the Principal. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the postholder before any changes are implemented.



Person Specification

PA to Principal

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	- Educated to Level 2 in English and Maths (e.g. GCSE grade C/4 or above). - Relevant qualifications in office administration and IT applications.	Relevant Level 3 Qualification.	Application Form/Checking and Original Copy evidence
Experience	- Minimum of three years practical administrative work experience. - Experience of working as part of a team and liaising with colleagues. Knowledge and experience of Safe-guarding policies and practice.	- Experience of a senior administrative role within a secondary school or working with young people. - Experience of school data and information systems in a school/academy environment. - Evidence of working with young people who have barriers to learning. - Experience of working with the police, parents and other external agencies.	
Knowledge that supports the role	- Experience of diary management. - Excellent numeracy, particularly financial skills. - Willingness and ability to learn and operate new IT systems and databases.	Knowledge and understanding of support available through external agencies.	

	• Excellent administrative and organisational skills. • Ability to deal with minor incidents, first aid, and the personal health and hygiene of the students. • Understands the importance of confidentiality and discretion. • Excellent written and oral communication skills. • Highly computer literate, with particular skills in using Microsoft Office including word processing, excel, emails, teams and other applications. • The ability to write clearly and concisely and to produce and maintain documents and systems. Ability to prioritise workload and hit deadlines.		
Expectations of Role	• Genuine passion and a belief in the potential of every pupil. • Able to follow instructions accurately but make good judgments and lead when required. Hard working, conscientious and detail orientated. • Effective team worker; helpful, friendly and able to make good judgements and lead when required. • Adaptable, organised, and able to work with minimum supervision. • Acts as a role model to staff and students. • Demonstrates resilience, motivation, and commitment to driving up standards of work and achieving excellence. • Approachable, flexible, calm, and caring with a 'can-do' attitude.	•	•

Other requirements	• Demonstrate integrity. • Promotes and defends equal opportunities. • Commitment to the safeguarding and welfare of all pupils. This post is subject to an enhanced Disclosure and Barred Service check.	• An interest / experience in marketing and events management.	•
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Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and/or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at a later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

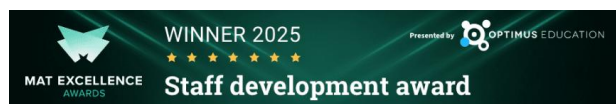
Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise





PA to Principal

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status: Fixed term ending 30 April 2027

37 Hours per Week

39 weeks per year (Term Time only)

Salary:

NJC Scale Points: 19 - 22

Actual Salary: £27,576 - £28,984 per annum

FTE Salary: £32,061 - £33,698 per annum (pending pay award)



Closing Date:

Wednesday 7th October 2026 at 9am or sooner should we receive sufficient applications.

Start Date:

As soon as possible



Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



@academytransformationtrust



@AcademyTrust



academytransformationtrust.co.uk



office@attrust.org.uk



0121 354 4000



Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

