



Job Pack

PA to SLT & HR Administrator



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Dear Candidate,

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The Search Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our vision is to grow strong, sustainable, successful school communities which:

- **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning.
- **Empower** young people to be entrepreneurial and creative leaders of the future
- **Aspire** for young people to discover how they can be the best they can be
- **Reach** out to everyone, celebrate diversity, and leave no one behind
- **Collaborate** to develop a community of shared practice and effective partnerships for school improvement
- **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

These values form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job Description

Post	PA to SLT and HR administrator
Grade	SO1 point 23 £38,256 to 25 £39,276 pro rata, actual salary £34,776.16 to £35,703.39
Contract	Permanent
Hours	36 hours per week x 40 weeks per year
Responsible to	Headteacher

We are looking for a dynamic, creative, passionate administrator highly skilled in all areas of administration.

The post holder will provide comprehensive, efficient and professional administrative and organisational support to the senior leadership team to ensure effective leadership and management of the school. The successful candidate will manage a team to ensure all admin services are outstanding. The post holder successful candidate will support the Headteacher and central Trust HR team to deliver high quality HR support services. The post holder will have extensive experience of supporting leaders at a high level and managing teams.

Main duties and responsibilities may include but are not limited to the following:

- Lead a team of administrators undertaking regular line management and performance reviews as well as quality assuring their work
- Independently producing relevant reports/research and correspondence; organising and presenting information in a variety of formats using up to date research and policy as reference
- Organise and facilitate meetings including minute taking, assuring processes are followed and advising on formats/agendas where needed
- Compose and edit communications to a range of audiences using up to date research and policy as reference
- Attend briefings with our HR providers and solicitors to create internal circulars synthesising change or training needed
- Managing the induction of all new employees at Heartlands High School
- Managing complaints through the complaints policy and working to minimise these
- Be an active member of the customer service team; deputising for the Headteacher's Assistant as needed
- Lead in-house support and training on core HR areas such as sickness absence management, line management, performance management etc.
- Manage whole school recruitment with the Headteacher's PA including the preparation of job packs, candidate communication and recruitment days and
- Provide management for key HR processes at the direction of and support of the Trust HR team and the Headteacher/SLT including but not exclusively:
 - Induction including ECT
 - Probation
 - Sickness Absence

- Policy implementation/guidance

The post holder will:

- To comply and assist with the development of policies and procedures, reporting concerns to appropriate person.
- To undertake training to achieve the competencies required for the post.
- To carry out duties of the post in accordance with the Data Protection Act, the Health and Safety at Works Act and other relevant legislation as well as Council and Governing Body policy.
- To implement the Council's and Governing Body's equal opportunities policy in all aspects of the work and duties associated with the post.
- To undertake any other duties that may reasonably be regarded as within the nature of the duties and basic objectives of the post.

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are Mathematics to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed:

Signature of postholder:

Name of postholder:

Person specification

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent	✓	
CIPD qualified or working towards		✓
Right to work in the UK	✓	
Experience		
Previous Experience working in an education setting		✓
Previous experience working in a HR environment		✓
Ability to manage conflicting demands and competing priorities	✓	
Experience of systems management	✓	
Experience of using MIS or similar database	✓	
Experience of dealing effectively with the general public	✓	
Experience of writing reports, returns, etc.	✓	
High-quality administrative support	✓	
Experience of setting up and running a range of administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Knowledge, Skills and Personal qualities		
Personal		
Good IT skills with knowledge of G suite packages	✓	
A good level of spoken and written English – ability to write clearly and concisely	✓	
Strong administrative and organisational skills	✓	
Well presented	✓	
Dependable, reliable and accountable for own behaviour	✓	
Conveys information clearly, accurately and adjusts to the audience's needs and requirements	✓	
Ability to deliver results	✓	
Excellent verbal communication and interpersonal skills	✓	
Good time management skills	✓	
Commitment to personal career development	✓	
Accuracy and attention to detail	✓	

Ability to work as part of a team	✓	
Ability to develop good relations with staff and students and the wider school community	✓	
An understanding of, and commitment to equal opportunities, and the ability to apply this to strategic work and day to day situations	✓	
Safeguarding and child protection procedures	✓	
Good understanding of databases – including ability to use database to produce reports and statistics	✓	
Ability to monitor and maintain effective administrative systems	✓	



Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

PA to SLT and HR Administrator – Heartlands High School

Salary: SO1 point 23 £38,256 to 25 £39,276 pro rata, actual salary £34,776.16 to £35,703.39

Location: Haringey

Contract type: 36 hours per week, Monday to Friday, 40 weeks per year.

Contract term: Permanent

Closing date: 19th January 2026

Interview Date: To be confirmed

We are looking for an experienced, enthusiastic, and outstanding Administrator to make a major contribution to the successful management, efficiency and administration of the school by delivering first class professional administration management to the Headteacher and Senior Leadership team and providing HR support.

Working in a fast-paced environment as part of the administrative team, ensuring the school administrative functions and school based HR Support operate effectively; coordinating these multiple work streams to deliver a professional and crucial support service to the school, wider community and Trust.

Experience in a school environment is preferable but more importantly you will have exceptional admin, HR, leadership, IT and organisational skills, and a flexible 'can do' approach, with a commitment to introducing a range of innovative and forward-thinking strategies. Offering outstanding, effective administration management and HR support you can make a real difference.

We can offer you

- A very positive working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- Collaborative and committed colleagues

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

With state-of-the-art facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve.



Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.

If you would like to find out more about the position, we would love to talk to you

For further information, please contact our HR department at hr@searcheducationtrust.com

Completed application forms must be submitted by 9am on Monday 19th January 2026. Interview date to be confirmed.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school.

Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.