

# University Academy Holbeach

UNIVERSITY ACADEMY  
HOLBEACH



UNIVERSITY OF  
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## Job Application Pack: PA to Principal

Temporary Maternity Cover, 41 hours per week, 41 weeks of the year (term time plus 2 weeks to be allocated at the requirement of the Principal)

Salary: G6.16 (£29,899.00) to G7.21 (£34,314.00)

Start date: As soon as possible

# Principal's Welcome

Welcome to University Academy Holbeach (UAH). I am delighted that you are interested in applying for the temporary position of PA to Principal with us.

UAH is an 11-18 secondary, serving young people in the surrounding towns and villages. This is a unique school with a strong vocational offer that enables youngsters to study traditional GCSEs alongside courses such as Motor Vehicle, Brickwork, Electrical Installations and Hair & Beauty.

We have over 1390 pupils on roll, including over 200 students within our Sixth Form, studying a combination of A-Levels, T-Levels and Vocational & Technical qualifications.

We uniquely offer an Apprenticeship programme, supporting local employers and providing training for an average of 130 learners at one time.

Our ethos is built on mutual respect, underpinned by an understanding of the benefits of hard work. We encourage all our learners to make the best of their ability and to strive for the highest possible standards.

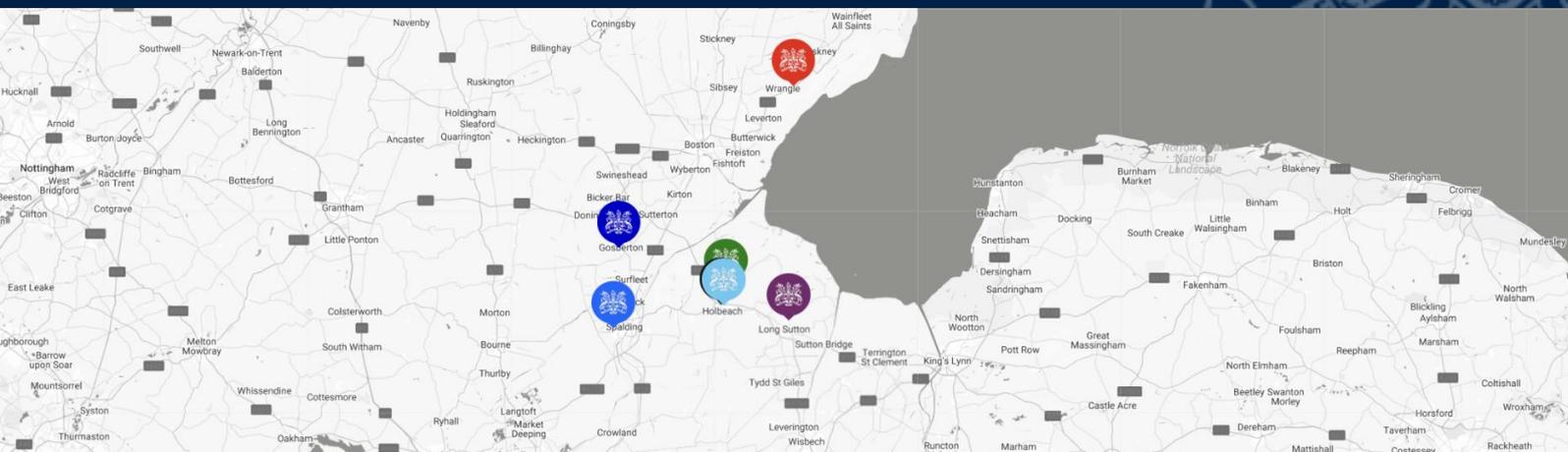
Our curriculum is broad and balanced, ensuring our learners experience high quality teaching in state-of-the-art classrooms and suites.

We invite you to explore our website to gain a deeper understanding of the life at UAH, and we look forward to welcoming dedicated, passionate professionals who share our commitment to cultivating a culture of high expectations, ambition, and success for all.

If you require further information, please visit our website, [www.universityacademyholbeach.org](http://www.universityacademyholbeach.org) or email us at [enquiries@uah.org.uk](mailto:enquiries@uah.org.uk)

For further information about our Trust, University of Lincoln Academy Trust (UOLAT), please visit [www.uolat.co.uk](http://www.uolat.co.uk)

Sheila Paige  
Principal



# About the Role

Thank you for your interest in the temporary position of PA to Principal at UAH. We are looking to appoint the role of PA to Principal on a temporary maternity cover.

This post would be to start as soon as possible, and cover 41 hours per week, 41 weeks per year (term time, plus up to 2 weeks outside of term time, under the direction of the Principal).

Interested candidates will have:

- Have significant experience in an administration role (educational setting desirable)
- Demonstrates excellent organisational and time management skills
- Communicates confidently and professionally, both in writing and in person
- Thrives under pressure, can multitask and works with meticulous attention to detail
- Is proficient in Microsoft Office, SIMS and familiar with school systems and procedures

*Early applications are encouraged. We reserve the right to interview and appoint prior to the closing date of the advertisement, should we identify an appropriate candidate.*

*University Academy Holbeach is committed to the safeguarding and promoting welfare of children and young people. All pre-employment checks undertaken are in line with “Keeping Children Safe in Education”.*

*All posts are subject to an enhanced DBS check and Child Protection screening.*



# How to Apply

If you wish to know more about this opportunity, need further information or would like to arrange an informal discussion, please contact Lauren Conboy (PA to Principal) using [lauren.conboy@uolat.co.uk](mailto:lauren.conboy@uolat.co.uk) who will arrange this.

**Closing Date: Monday 30<sup>th</sup> March 2026 (9am)**

Apply on MyNewTerm and complete all sections in full.



**Interviews: Wednesday 1<sup>st</sup> April 2026**

References will be obtained after shortlisting and prior to interview.  
Please ensure that contact details are accurate.

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# PA to Principal Job Description

**Ambition | Inclusion | Integrity**

**Job Title:** PA to Principal  
**Salary:** G6.16 (£29,899.00) to G7.21 (£34,314.00) FTE  
**Start Date:** As soon as possible  
**Reports to:** Principal



41 hours per week, term time plus 2 non-term time weeks to be allocated at the requirement of the Principal.

### Job Purpose & Key Responsibilities

UAH is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

#### The Role

- Provide high-level administrative support to the Principal and Senior Leadership Team.
- Co-ordinate meetings, events and all associated documentation.
- Liaise confidentially with Trustees, Managers, parents and external stakeholders.
- To attend all Academy Governing Committee meetings and undertake the role of Clerk to Governors.
- Attendance and support of meetings and events held outside normal working hours, as required by the Principal.
- Undertake full administrative duties to the highest level of accuracy, speed and confidentiality.

### Specific areas of responsibility and key tasks

#### Main responsibilities, tasks and duties

- To undertake full administration duties to the highest level of accuracy, speed and confidentiality.
- Support meetings of the Senior Leadership Team.
- The preparation of all meetings, events, conferences and all relevant paperwork and reports, as per the requirements and direction of the Principal.
- Attendance and support of meetings and events held outside normal working hours, as required by the Principal.
- Minute taking, as needed, including disciplinary hearings and meetings.
- To support the preparation of all letters, documentation and paperwork for pupil disciplinary matters.
- To attend and undertake the role of clerk for pupil disciplinary matters and hearings.
- Ensuring that the Academy website is compliant, uploading policies and all required information.
- Liaising with the CEO, Trustees and teaching personnel and Trust central staff.

	<ul style="list-style-type: none"> <li>• Maintenance of the Principal’s filing systems, both electronically and hard copy and the provision of confidential documents and files, as required.</li> <li>• To compile and co-ordinate appointments and meetings for the Principal’s diary.</li> <li>• To sort and prioritise all enquiries, screening and direct phone calls to answer queries on behalf of the Principal.</li> <li>• Receiving of visitors on behalf of the Principal and arrange hospitality.</li> <li>• Assisting the Principal to prepare written responses to parental queries, complaints and pupil letters.</li> <li>• Monitoring the Academy enquiries inbox, ensuring that queries are actioned and acknowledged.</li> <li>• Arrange admission appeal meetings and accompanying paperwork.</li> <li>• Liaising with payroll.</li> <li>• Logging of employee sickness absences and unpaid leave.</li> <li>• Ensuring Academy systems are up to date e.g. SIMS.</li> <li>• Keeping Get Information About Schools up to date with relevant governance information.</li> <li>• Support the Principal with Performance Management reviews and all HR matters and maintaining all accompanying paperwork.</li> <li>• To keep the administration of the Single Central Record updated.</li> <li>• Administration of recruitment tasks e.g. staffing letters, interview preparation etc.</li> <li>• Academy Governance Professional to the Academy Governing Committee; liaising with Governors, preparation and circulation of agendas, reports, minutes and use of Governors’ Virtual Office. Liaising with the Trust Governance Professional to ensure that the Academy has an efficient and effective Governing body. Attendance at AGCs will be held out of Academy hours.</li> </ul>
<p><b>Knowledge and skills</b></p>	<ul style="list-style-type: none"> <li>• GCSE Grade C / 4 or Level 2 equivalent in English and Maths.</li> <li>• ICT skills / experience with Microsoft Office.</li> <li>• A Levels / further professional qualifications.</li> <li>• Any relevant qualifications such as NVQs / GCSEs.</li> <li>• Communicate effectively, both orally and in writing.</li> <li>• Ability to work with tact, discretion and emotional integrity.</li> <li>• Accuracy and reliability.</li> <li>• Ability to process and interpret information.</li> <li>• Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines.</li> <li>• Excellent administration and organisation skills.</li> <li>• Ability to work flexibly and share workloads, particularly during periods of pressure.</li> <li>• Team player.</li> <li>• Ability to work well with a wide range of stakeholders, including; Trustees, Governors, pupils and colleagues.</li> <li>• Work with own initiative, taking the lead when necessary.</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Self-motivated – ability to work on own to achieve successful outcomes.</li> <li>• Ability to make decisions and use own initiative.</li> <li>• Creative and able to come up with own ideas.</li> <li>• Prepared to learn new skills.</li> <li>• An understanding and ability to demonstrate the professional standards required when working in a school environment.</li> <li>• Positive outlook and a sense of humour.</li> <li>• An awareness of the school aims and ethos and a willingness to actively engage in the Academy and wider Trust community.</li> <li>• Be able to carry out all duties to a very high standard.</li> </ul>
<b>Health, safety &amp; discipline</b>	<ul style="list-style-type: none"> <li>• Promote the safety, wellbeing and safeguarding of pupils in accordance with the UOLAT Child Protection and Safeguarding Policy and Behaviour and Anti Bullying Policy, and any other relevant policies.</li> <li>• Work in accordance with all Trust and Academy policies, including those relating to Health &amp; Safety Handbook and Policy.</li> </ul>
<b>Management of staff</b>	<ul style="list-style-type: none"> <li>• No management of staff required.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• To participate in professional development and Performance Management reviews in line with school policy.</li> <li>• To monitor action and self-evaluate, to learn from successes and mistakes.</li> <li>• To be committed to the philosophy of continuous professional development and undertake any additional training where required.</li> </ul>
<b>Fulfil wider professional responsibilities</b>	<ul style="list-style-type: none"> <li>• To contribute to maintaining the ethos, values and expectations of the Academy and to work to Academy Policy and established procedures.</li> </ul>
<b>Requirements for all colleagues</b>	<ul style="list-style-type: none"> <li>• Employees are expected to comply with any reasonable request from a line manager, Senior Leader or Chief Executive Officer to undertake work of a similar level that is not specified in this job description.</li> <li>• To undertake other duties that are in accordance with the purpose and grade of the post, as agreed with the Chief Executive Officer.</li> <li>• To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.</li> <li>• To work positively with colleagues, pupils, parents and external agencies, regardless of their gender, ethnicity, sexuality, age or disability.</li> <li>• To attend staff briefings, meetings and training sessions as required.</li> </ul>

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# PA to Principal Person Specification

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## PA to Principal Person Specification

a) Training and qualifications	Essential	Desirable
GCSE Grade C / 4 or Level 2 equivalent in English and Maths	Y	
Any relevant qualifications such as NVQs, GCSEs	Y	
A Levels, further professional qualifications	Y	
b) Experience	Essential	Desirable
Ability to demonstrate qualities required by the job description	Y	
Demonstrating a high level of competence in using IT	Y	
Previous experience as Personal Assistant within the secondary setting	Y	
c) Professional Knowledge and Skills	Essential	Desirable
Communicate effectively, both orally and in writing	Y	
Ability to work with tact, discretion and emotional integrity	Y	
Accuracy and reliability	Y	
Ability to process and interpret information	Y	
Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines	Y	
Excellent administration and organisation skills	Y	
Ability to work flexibly and share workloads, particularly during periods of pressure	Y	
Team player	Y	
Ability to work well with a wide range of stakeholders, including; Trustees, Governors, pupils and colleagues	Y	

Work with own initiative, taking the lead when necessary	Y	
<b>d) Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Self-motivated – ability to work on own to achieve successful outcomes	Y	
Ability to make decisions and use own initiative	Y	
Creative, comes up with ideas	Y	
Prepared to learn new skills	Y	
An understanding and ability to demonstrate the professional standards required when working in a school environment	Y	
Positive outlook and a sense of humour	Y	
An awareness of the school aims and ethos and a willingness to actively engage in the Academy and wider Trust community	Y	
Accept the need for continuing professional development	Y	
Be able to carry out all duties to a very high standard	Y	
Understanding the need for confidentiality	Y	
<b>e) Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of the statutory requirements of KCSIE together with experience of Child Protection, Safer Recruitment and Safeguarding procedures	Y	
A commitment to the welfare and safeguarding of children and young people	Y	
Promote the welfare of young people	Y	
Commitment to form and maintain appropriate relationships and personal boundaries with young people	Y	

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*



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Park Road  
Holbeach  
Spalding  
Lincolnshire  
PE12 7PU

[enquiries@uah.org.uk](mailto:enquiries@uah.org.uk)

01406 423042

