



St John Fisher
Catholic Voluntary Academy

**Information
for Personal Assistant to the
Headteacher candidates**

St John Fisher Catholic Voluntary Academy

Personal Assistant to the Headteacher

Hours: 8am – 4pm Monday to Friday (Monday SLT meeting until 6.30pm) plus 10 days

Pay Scale & Salary: Grade 9, Point 23-26: £33,844.01 - £36,207.92 Actual Salary

Introduction from the Headteacher

Thank you for taking an interest in this exciting role.

It is my pleasure to welcome you to St John Fisher, an 11-18 voluntary aided Academy with approximately 1000 students on roll.

We seek to appoint an exceptional Personal Assistant to the Headteacher to join our wonderful school.

St John Fisher Catholic Voluntary Academy has entered a new era of success, growth and pride.

Our students are some of the most inspirational young people you will ever meet. They are polite, friendly, kind and caring. They are supportive of one another and the school. Our staff are the same; dedicated professionals, committed to improving the outcomes and life chances of young people. Many of our teachers are ex-pupils of the school. There is a special feel about this traditional yet forward-looking Catholic school, simply put, it's a wonderful place to work.

'Pupils feel safe and happy at this welcoming and rapidly improving school.' This is the first sentence from our recent Ofsted report which validates the many improvements made recently. You will also read that whilst SEND is improving, much is new and there is still work to be done. Therefore, we need the best staff. As our students' numbers continue to grow, we seek to appoint the best people to support our continued improvement.

We can offer you a wonderful student body, a thriving sixth form, a friendly and supportive senior team and a school overseen by a highly experienced and dedicated governing body who work closely with the school to ensure its continued success.

Your professional development is important to us, and our recent transformation has been made possible by the creation of a staff and student team who are committed to the school's future. Every member of our community is valued and as we continue to move forward, we will continue to invest in all practice which will improve the daily experience of our children. A bespoke programme of professional development, led by highly experienced senior leaders, focussing on bringing out the best from staff, is an entitlement for all teachers and support staff. If you'd like to be part of our next success, I recommend a conversation with me or a tour of the school, either during or after the school day. Please get in touch and we will accommodate your request so you can see for yourself what a wonderful place St John Fisher Catholic Voluntary Academy is.

Mr K Mackey

Headteacher

Headteacher: Mr Karl Mackey

Job Title: Personal Assistant to the Headteacher	
Work Location: St John Fisher Catholic Voluntary Academy	Salary: Grade 9, Point 23 – 26: £34,434 – £37,280 per annum FTE Actual Salary: £33,844.01 - £36,207.92 per annum
Reports To: Headteacher	

Job Purpose

To provide a high-quality, confidential and comprehensive secretarial, clerical and administrative service to the Headteacher and Senior Leadership Team (SLT) in order to maximise the efficiency and effectiveness of the school as a whole.

The Headteacher's PA will:

- provide executive, administrative and development support to the Headteacher.
- ensure the smooth management of the Headteacher's day to day affairs and plan the most effective use of his time including managing his diary effectively.
- serve as the primary point of contact for internal and external enquiries on all matters pertaining to the Headteacher.
- handle sensitive and complex issues in a professional and objective manner.
- be well-presented, articulate and self-motivated, with a confident and confidential approach, able to communicate effectively with a range of people and able to work on their own initiative.

Key Responsibilities

All staff working in the Administrative, HR or Finance functions are required to work flexibly to provide cover for the priority work of absent colleagues or vacancies. Training for such cover shall be arranged via performance management in advance wherever possible. All such cover work shall be commensurate with the grade of the post holder providing the cover.

- To act as the Personal Assistant to the Headteacher by making administrative decisions on their behalf in their absence according to the academy and diocesan policies and procedures.
- To assist the Headteacher when dealing with complex disciplinary, grievance and HR issues. Manage information effectively in accordance with legal requirements. Have access to appropriate legal advice, support and guidance and where necessary seek advice and guidance from third parties on behalf of the Academy.
- Act as a first point of contact within the school for staff, councillors, parents and others seeking contact with the Headteacher.
- Develop constructive relationships and communicate with other agencies and professionals.
- Attend and take minutes at meetings as requested by the Headteacher or SLT, both within and out of normal school hours.
- To collate and print the Headteacher's Report to the Full Governing Body and consolidate all information, ensuring the distribution of all necessary papers in good time for meetings.
- Maintain the Headteacher's calendar and arrange appointments as appropriate, including co-ordinated meetings with a large number of participants and arranging refreshments.
- Liaise with the Head on a daily basis regarding events of the day and follow up actions.
- Keep the Head informed at all times about the calendar commitments and deadlines for the completion of work.
- Provide confidential clerical and administrative support to the Headteacher and SLT.

- Assist with the planning and arrangements for Open Evening and attend the event meeting and greeting prospective parents.
- Be solely responsible for, manage and maintain the Single Central Record database ensuring safeguarding practices are fully embedded. Be responsible for implementation of on-line DBS checks and internal facilitator for processing. Facilitate risk assessment meetings between management and member of staff where checks highlight safeguarding concerns.
- Be responsible for accessing and checking Employer Access - Prohibition List for new appointments.
- Administer succession planning for whole school recruitment ensuring safer recruitment practices are fully embedded within all recruitment processes, preparing job adverts ensuring publications reach the widest audience and adverts fall within designated budgets.
- Be solely responsible for preparation of interviews including distribution of schedules, distribution and collection of references, hospitality and liaison between colleagues and candidates.
- Safer Recruitment trained to assist colleagues in making professional judgement and assessment of new appointments in the recruitment process.
- Preparation and distribution of offer of Employment documents and Contracts of Employment for new appointments and internal staffing changes.
- Monitor sickness absence across the school, liaising with the SLT to ensure cover is in place and the HR team for recording and further processes.
- Carry out informal pre-stage 1 and stage 1 meetings and liaise with HR regarding future stages.
- To act as a member of the Leadership Team, as and when required, and to advise the team on all matters concerned with the Leadership Team/Administration interface.
- To maintain personal knowledge of the legal framework, attend Local Authority Child Protection and Safeguarding training and meetings as required in order to advise and support both the Headteacher and the Pastoral Staff on all matters relating thereto.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people and Area Child Protection Procedures.
- Be responsible for collating and distributing all required papers, information and data, administer, clerk and support all arrangements during OFSTED and Section 48 Inspections.
- Assemble documents for, maintain and update the Academy's Self Evaluation Form (as required by OFSTED) and the Academy's Whole School Improvement Plan as required by Academy Council and the Headteacher.
- Be responsible for HR functions and processes for all staff within school including, but not exclusive to, absence management and all reporting. Liaise with staff and finance to ensure policy and processes have been adhered to, providing guidance when required.
- Liaise with Trust HR to ensure all paperwork is present and correct for Trust HR audits.
- Ensure the efficient provision of routine correspondence for the Headteacher, e.g. post and email, make decisions on distribution to appropriate parties, prioritise incoming issues and advise Headteacher and others when urgent or of high priority.
- Open and distribute office and Headteacher's internal and external post, advising on urgent matters and downloading relevant documents, taking appropriate action where necessary.
- Respond to all routine letters taking appropriate action where necessary.
- Monitor the Headteacher's email inbox if requested, prioritising messages, drafting responses or delegating matters raised as appropriate and tracking completion.
- Maintain an accurate electronic and paper filing system for all documents, archiving documents for the required legal period of time.
- Maintain the confidentiality of all the Academy's records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.
- Set a good example in terms of personal presentation, attendance and punctuality.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Contribute to the development and implementation of the overall ethos and work aims of the school.
- Provide hospitality services as and when instructed by the Headteacher.

- To support the Headteacher and SLT on A-Level and GCSE Results Day in August each year, particularly in the production of associated press liaison.
- To support the Headteacher with the organisation of special events such as Headteacher lunches and ongoing celebrations for staff and students, to highlight their achievements.
- To minute and disseminate Staff Briefing minutes in a timely fashion.
- Organising complex travel, accommodation, and catering requirements when requested.
- To work proactively to ensure support and arrangements are in place for forthcoming events.
- To support the Headteacher and SLT in arranging key events, e.g. Open Evening, Awards Evening, New Parents' Evening and attending such key events in order to support the Headteacher.



St John Fisher Catholic Voluntary Academy

Person Specification for Personal Assistant to the Headteacher

The application form will be used to determine whether candidates adequately meet at least the essential criteria in order to be shortlisted for interview. The criteria will be assessed both during the application and interview process.

Qualifications and Experience:

Criteria	Essential	Desirable
GCSE English and Maths	✓	
A Level or equivalent study	✓	
Proven work experience as administrative manager or similar role	✓	
Experience of working in a school/academy and/or Trust organisation	✓	
Previous experience of working as a PA		✓
Recent CPD and Training suitable for the role		✓
<i>Higher Education qualifications</i>		✓

Skills and Knowledge:

Criteria	Essential	Desirable
Experience in using Microsoft Office programmes	✓	
A knowledge of legislation relating to data handling and processing	✓	
An understanding of relevant legislation concerning Safeguarding		
Ability to communicate positively and effectively at all levels with excellent written and spoken English, including an ability to proof-read.	✓	
High levels of interpersonal and communication skills and the ability to build relationships and influence at all levels	✓	
Professional attitude and appearance, with a high level of reliability.	✓	
Ability to work with tact, diplomacy and discretion and maintain confidentiality.	✓	
Ability to be resourceful and proactive when issues arise, with excellent organisational skills.	✓	
Ability to effectively multi-task, work to tight deadlines and prioritise workload in a busy environment, paying attention to detail	✓	
Arranging and Minuting Meetings	✓	
Clear commitment and understanding of Trust ethos, vision and values and ability to uphold them	✓	

To act in accordance with authority, organisational standards, needs and goals of the Academy	✓	
To uphold the Academy's reputation at all times	✓	
To be willing to participate in a programme of personal development and training	✓	

If you would like an informal conversation about this opportunity and / or to arrange a visit, please contact Janine Firth on j-firth@stjohnfisher.org.uk. Our application form for this post is available through our school profile on www.MyNewTerm.com. Application forms should be submitted by **12 noon on Friday 5th September 2025**.

Bishop Konstant Catholic Academy Trust is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Applicants should note that, in accordance with Keeping Children Safe in Education (2023), it is the applicant's responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, any offer of employment made will be conditional upon the results of enhanced checks from the Disclosure & Barring Service ("the DBS") and Employer Access Online (regarding teacher prohibition/disqualification from working with children and young people). As part of our commitment to effective safeguarding we may conduct online searches of candidates.