

**Empowering futures:
for a better tomorrow**



Supporting leadership, shaping success,
keeping everything moving

Personal Assistant to the Headteacher Newton Abbot College.

Your work will support the effective leadership and organisation of the school, helping create the conditions for students to succeed.

Scale 5, £30,518-£33,699 (Full Time Equivalent p.a pro rata).

37 hours per week / 39 weeks per year.

Working hours: 08:00-16:00 Monday to Thursday inclusive and 08:00-15:30 on Fridays with a half hour unpaid break for lunch on each day.

Permanent contract - Role available for 1st September 2026



**Newton
Abbot
College**

Proud to be part of



**Education
Trust**



Welcome

Everything we do across our family of eight schools in our Trust is focused on our mission to deliver a high-quality and inclusive education for our pupils.

At [Newton Abbot College](#), we believe in setting high standards. This conviction drives our commitment to supporting all students to ensure that they achieve more than they thought was possible. You will work alongside friendly, caring and diligent colleagues who approach their work with care and compassion.

Join us and be part of a school—where your contribution matters and makes a real difference.

Please take some time to learn a bit more about our school and our Trust, and what makes us, us, our values. We feel it is an exciting time to join us. We hope to meet you soon.

The role: PA to the Headteacher

As we continue to set high expectations for our students and staff, your role will sit at the heart of the school's leadership, ensuring the Headteacher is supported to lead effectively. Your contribution will help shape a well-organised, responsive and professional environment where students and staff can thrive.

This is a role where your expertise, discretion and commitment make a real difference to the daily life and success of the school.

About the role

As Personal Assistant to the Headteacher, you will provide high-level, confidential and proactive administrative and organisational support. Acting as a key point of contact, you will manage the Headteacher's diary, coordinate meetings and communications, and ensure the smooth running of their day-to-day responsibilities.

Working closely with the wider leadership and business support teams, you will play a vital role in maintaining effective systems, supporting school operations, and upholding the highest standards of communication with staff, governors, parents and external stakeholders.

You will bring strong organisational skills, attention to detail and the ability to manage competing priorities with professionalism and discretion. In this busy and varied role, your work will directly support the leadership of the school, helping to ensure that all students—regardless of background or ability—benefit from a well-led, efficient and supportive environment in which to learn and succeed.

What makes us special

Our staff team believe passionately in the power of education to transform lives. We are committed to providing the best possible educational experience that we can; an experience that supports, challenges and inspires our students to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live.

We're looking for someone who:

- Has proven experience providing high-level administrative or PA support
- Demonstrates exceptional organisational skills and attention to detail
- Can manage competing priorities, work under pressure and meet tight deadlines
- Communicates confidently and professionally with a wide range of stakeholders
- Is flexible and adaptable as no two days are the same
- Shows discretion and integrity when handling confidential information
- Is proactive, resourceful and able to anticipate needs and solve problems
- Builds strong relationships quickly and works effectively as part of a team
- Is highly competent in Microsoft Office and digital systems
- Shares a commitment to supporting students to achieve their very best
- Embodies the school's values and contributes positively to the wider community

In this role you will:

- Provide confidential and proactive support to the Headteacher
- Manage a complex diary, ensuring priorities and commitments are effectively organised
- Coordinate meetings, prepare agendas, take minutes and follow up on actions
- Act as a first point of contact for staff, parents, governors and external partners
- Draft, proofread and manage high-quality correspondence and communications
- Support key school processes including recruitment, events and governance
- Maintain accurate records, systems and documentation
- Monitor and respond to enquiries, ensuring timely and professional communication
- Work closely with senior leaders and support teams to ensure smooth operations
- Contribute to the effective running of the school through flexible, collaborative working

We offer:

- A role where your work really matters
- A rewarding role in a positive environment

- Competitive package with generous career average pension scheme with employer contributions of c 17%*
- A part-time, term time only contract working 39 weeks per year
- Ongoing professional development

**employer contribution rates set by the Local Government Pension Scheme*

How to apply

Please do take the opportunity to learn more about the role by viewing the detailed job description included on the following pages. To apply please complete our application form and take the opportunity to share with us how your skills and experience meet the person specification in the job description. To learn more about the school please visit our website by clicking [here](#).

Alternatively, if you would like to discuss the role further or arrange for a tour of the school, please contact Emily Cutts on ecutts@nacollege.devon.sch.uk

If you have any questions about this opportunity, please contact us via my new term or at recruitment@ivyeducationtrust.co.uk

We're totally committed to the safeguarding and welfare of all our pupils, and we expect you to be too. We follow safer recruitment statutory guidance (Keeping Children Safe in Education). If you're successful, you'll be required to complete thorough pre-employment checks, including an Enhanced DBS check and references that are satisfactory to our Trust. All posts in our Trust are exempt from the Rehabilitation of Offenders Act (ROA) 1974.



Job description

Post Title: PA to Headteacher

School: Newton Abbot College

Working Hours: 37 hours per week, Mon - Thurs 08:00 – 16:00, Fri 08:00 – 15:30 (including a 30 min unpaid break) for 39 weeks a year.

Salary Grade: Scale 5 Point 16 - 22 (Full Time Equivalent £30,518 - £33,699 p.a pro rata).

Contract Type: Permanent contract – Role available from 1st September 2026

Responsible to: Headteacher

Role Description: To provide a confidential and personal administrative and business support service to the headteacher, and where needed the leadership team, carrying out a range of secretarial and administrative tasks and maintaining an efficient running of the headteacher's daily work diary.

Main Duties:

To support the Headteacher by:

- Managing the Headteacher's diary and handling all confidential information with discretion
- Using software packages/systems including Microsoft and Google to produce documents, maintain presentations, records, spreadsheets and databases.
- Alerting the Headteacher to forthcoming meetings/events, priorities and emerging issues. This includes preparing any necessary documents and making any needed travel arrangements.
- Drafting, preparing and distributing final documents and correspondence
- Ensuring that all letters are responded to within timescales, writing holding letters when appropriate
- Taking minutes of meetings, transcribing and publishing them to the relevant participants, issuing agendas, booking rooms and refreshments
- Tracking, recording and updating appraisal records as required, liaising with colleagues as necessary
- Organising, in collaboration with the Headteacher, college INSET days and any staff meetings as required.



- Complete desktop research for the headteacher, analysing findings and providing summaries for the headteacher.
- Interpreting headteacher's comments into draft written correspondence to be sent to relevant stakeholders
- Developing written communication that's professional and upholds the college's vision and values
- Proof-reading outgoing communication to ensure it's of the highest standard
- Supporting the headteacher to manage their workload, advising on priorities where appropriate
- Organise, coordinate and prepare for interview days and be a key point of contact in recruitment for Newton Abbot College.
- To be responsible for ensuring that the college website is kept up to date with accurate content to ensure we are compliant.
- Acting as a first point of contact within the school for staff, governors, visitors, parents and others seeking contact with the Headteacher by:
 - Liaising with staff across the school and external contacts as required
 - Taking telephone messages/responding to emails on behalf of the Headteacher, managing enquiries and requests efficiently and in a timely manner, referring where necessary, ensuring confidentiality and discretion at all times
 - Dealing with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
 - Managing the college's email inbox, ensuring the college meets its expected response times and emails for the headteacher are acted on
 - Meeting and greeting visitors and providing refreshments when necessary
 - Assisting staff, parents, governors and other stakeholders with the information and support they need
- To provide administrative support in the college's transition process, as and when needed.
- To provide administrative support for organising college events and initiatives.
- Handling all confidential correspondence with discretion
- Providing an efficient and effective customer service.
- To work with others by:
 - Covering team absences when required and supporting team members with workloads to meet deadlines.
 - Assisting other members of the School Leadership Team as required
- Working closely with the Head of Student Services & Business Support to ensure the effectiveness of school services, events and communication
- To ensure school policies are current, formatted and available on the school's website, intranet and networks. This will involve sending existing policies to staff to update for review by Governors.



- Overseeing, in collaboration with HR, the first few days of new staff to ensure they settle in well.
- Coordinating the leaving of staff, in collaboration with HR, to ensure their leaving is marked appropriately, and that all resources are returned.

Additional responsibilities:

- To ensure school policies are current, formatted and available on the school's website, intranet and networks. This will involve sending existing policies to staff to update for review by Governors.
- To work closely with the HR Officer to ensure all staff related matters are dealt with effectively and sensitively; and to provide support during busy times.
- To produce suspension paperwork, ensuring a high level of accuracy at all times, and that they are posted and logged in a timely manner.
- To produce permanent exclusion packs should the need arise, as directed by the Headteacher.
- To coordinate the college's appraisal process for teaching and support staff to ensure all paperwork is completed in a timely and accurate manner working within the annual timeframes.
- To produce material for governor meetings, as requested by the Headteacher and/or Clerk to Governors, and be a point of contact for the Clerk and Chair of Governors.
- In collaboration with the HR Officer, to proofread for accuracy of content and spelling, punctuation and grammar, all college marketing materials and communications to parents/carers/external agencies.
- To manage the room booking system to ensure bookings are fulfilled, relevant staff are communicated with and all bookings are recorded in an accurate and timely manner.
- To be responsible for the resources in Hub1 and the Reception area to ensure sufficient supplies at all times and that a clean and comfortable working environment is available for staff at all times.
- To provide reception cover as part of the Business Support team, as and when needed.
- To provide administrative support to help deliver the primary functions of the Student Services and Business Support team, working collaboratively with colleagues as and when required.
- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- To undertake staff duty at break and before/after college times.
- To undertake admin tasks as required
- To maintain a tidy and professional working environment
- To maintain efficient systems
- To attend meetings as required
- To carry out the above duties in accordance with the School's Policies and Guidelines



Other duties

- Place the safeguarding of all children in the school/college as the highest priority.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- Make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our school/college.
- Maintain an understanding of and work within Trust and school/college policies, procedures and statutory regulations, including in respect of health and safety, equality and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- Conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



Person specification

We are particularly looking for the following qualities and experience:


| Assessment criteria - evaluated from application form (A) and / or interview (I) | | Essential | Desirable |
|---|--|-----------|-----------|
| Qualifications: | | | |
| Educated up to GCSE grade C level (or equivalent) in both English and Mathematics (A) | | ✓ | |
| Educated to degree level (A) | | | ✓ |
| Willingness to participate in training/ development as/when identified by line manager as essential for performance of the post (A/I) | | ✓ | |
| Child Protection Level 3 qualification or equivalent (A) | | | ✓ |
| Experience and Knowledge: | | | |
| A proven track record of working with young people (A/I) | | ✓ | |
| Proven experience of working with children of relevant age in a learning environment (A/I) | | | ✓ |
| Experience of record keeping and related issues (A/I) | | | ✓ |
| Experience of leading and managing others (A/I) | | | ✓ |
| Working knowledge of child protection and safeguarding procedures (A/I) | | ✓ | |
| Knowledge of school IT systems, e.g. CPOMS, Arbor & SAMpeople (A/I) | | | ✓ |
| Knowledge and experience of using Microsoft and Google (A/I) | | ✓ | |
| Skills: | | | |
| Highly motivated, enthusiastic and resourceful (I) | | ✓ | |
| High expectations of self (I) | | ✓ | |
| Ability to work under pressure, prioritise and meet deadlines (A/I) | | ✓ | |
| Ability to work effectively with and command the confidence of colleagues, parents, students and external agencies (A/I) | | ✓ | |



| Assessment criteria - evaluated from application form (A) and / or interview (I) | Essential | Desirable |
|---|-----------|-----------|
| Attentive to detail (A/I) | ✓ | |
| Flexible and adaptable approach (A/I) | ✓ | |
| An awareness of the issues that surround the use of social media websites (A/I) | ✓ | |
| Ability to demonstrate and promote good practice in line with the ethos of the College (A/I) | ✓ | |
| Understanding of safeguarding issues and promoting the welfare of children and young people (I) | ✓ | |

Our Trust














Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.



-  **Cockwood Primary School**
-  **Kenn Church of England Primary School**
-  **Kenton Primary School**
-  **Starcross Primary School**
-  **Teignmouth Primary School**
-  **Dawlish College**
-  **Newton Abbot College**
-  **Teignmouth Community School**

Our vision and mission define our purpose.

Our vision: 'Empowering futures; for a better tomorrow'

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: 'To deliver an ambitious, high-quality, inclusive education'.

Our how:

Our values are what make us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.

Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

Courage

- Be bold
- Take changes
- Seize opportunities
- Take ownership

Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.



At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo an Enhanced Disclosure and Barring check and pre-employment checks.

Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.

