



Recruitment Pack

PA to the Headteacher

JUNE 2026

Grade 5, Point 28-32

Full Time, All Year Round.

Actual salary £40,444 - £44,252

<https://mynewterm.com/jobs/146367/EDV-2026-CHA-17992>



Vision

To achieve academic excellence, develop character,
and raise aspirations for all at **Castle Hall Academy**



**Academic
Excellence**



**Develop
Character**



**Raising
Aspirations**

Key Drivers



Heart

Developing a
**strong moral
compass**



Mind

Developing our
**capacity to
think**



Communication

Communicating with
**people and cultures
outside of ourselves**

Mission

To become an academy
‘where hearts and minds connect’



Academic Excellence



Developing Character



Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The Admin department is a high performing team with strong values, work ethic and mutual sense of purpose. The team care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard over the last 5 years to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then PA to the Headteacher could be the job for you!



Paul Brook
Headteacher



High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



Characteristics of Exceptional Learners



Reasoning

I ask questions about my learning and independently work things out for myself.



Resilience

When things get challenging, I never give up and learn from my mistakes.



Responsibility

I choose to do the right thing even when nobody is watching.



Respect

My behaviour is exceptional. I show respect for all in my community.



Reflection

I take every opportunity to review and develop my learning and behaviour.

Work hard, be kind and follow staff instructions - everybody, everyday



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Job Description

Post: PA to the Headteacher

Purpose

The Personal Assistant to the Headteacher will provide high-level, confidential and proactive executive support, ensure the efficient day-to-day operation of the Headteacher's role and enabling the delivery of strategic priorities across the academy.

Working closely with the Headteacher and senior leaders, the postholder will:

- Ensure the Headteacher's time, priorities and workload are effectively managed and aligned to school improvement
- Act as a key coordination point for leadership activity, systems and communication
- Support governance, compliance and stakeholder engagement at the highest professional standard
- Contribute to a culture of efficiency, professionalism and high-quality communication across the academy

Duties and Responsibilities

- Provide high-level, confidential support to the Headteacher across operational and strategic priorities
- Act as a central point of coordination, ensuring actions, deadlines and priorities are tracked and delivered
- Anticipate emerging issues and support forward planning and decision-making
- Undertake research and prepare briefings, summaries and key documentation
- Manage a complex and dynamic diary, ensuring the effective prioritisation of time
- Represent the Headteacher professionally in communication and interactions
- Manage all correspondence (email, telephone, written) and communications on behalf of the Headteacher
- Act as the first point of contact, managing access, enquiries and stakeholder communication
- Coordinate leadership meetings, including Preparing agendas and papers; Minute taking and accurate record keeping; Tracking actions and ensuring follow-up
- Support statutory and compliance processes, ensuring accuracy and audit readiness
- Maintain oversight of key school documentation, including policies and reports
- Lead and support administrative and organisational projects aligned to school priorities
- Coordinate school events, visits and leadership activities
- Lead whole-school communication systems and standards
- Maintain efficient systems for records, communication and workflow
- Ensure compliance with GDPR, safeguarding and data protection requirements
- Build strong relationships with staff, governors, parents and external partners
- Ensure all engagement reflects the values and standards of the academy
- Uphold the values and ethos of Castle Hall Academy
- Maintain strict confidentiality and professionalism at all times
- Contribute to safeguarding culture and statutory compliance
- Develop effective working relationships with schools, partners, and other agencies.
- Work to safeguard and protect children in collaboration with other agencies as appropriate. Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Consistently implement all academy policies.
- Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.



Person Specification

Post: PA to the Headteacher

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths (Grade 4/C or above) or equivalent Good honours degree 	<ul style="list-style-type: none"> Relevant qualification (e.g. Business Administration, PA/Executive Support) 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Significant experience providing business admin support to an organisation Experience of complex workload management Preparing professional correspondence and reports Organising meetings and minute taking Handling confidential and sensitive information appropriately Positive and supportive presence in the daily operations of a school 	<ul style="list-style-type: none"> Engaging with different stakeholders Experience in a school or MAT environment Experience supporting governance or compliance processes Experience managing projects or coordinating initiatives 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> Accurate analysis, interpretation and understanding of data Excellent organisational skills with the ability to prioritise competing demands Communicate with clarity and ensure consistency Simplify complex issues and develop innovative solutions Hold others to account for high standards Delegate tasks and monitor practices Ability to work proactively, independently and under pressure 	<ul style="list-style-type: none"> An understanding of education Analytical and conceptual skills Strong line-management ability Strong strategic thinking skills Understanding of school systems, governance and compliance requirements 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Values and mission-aligned Humility and kindness Professional, discreet and highly trustworthy Excellent interpersonal skills Good sense of humour Calm, resilient and adaptable Proactive and solution-focused, anticipating needs Commitment to equality, diversity and inclusion 	<ul style="list-style-type: none"> Highly emotionally intelligent, able to read situations quickly and respond appropriately Strong professional judgement, with the ability to act appropriately on behalf of the Headteacher 	<ul style="list-style-type: none"> Application Interview References





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