



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER



KNOTTY ASH
PRIMARY
SCHOOL

& DEAF RESOURCE BASE

LYDIATE
LEARNING TRUST

Applicant Information Pack

PA to Headteacher and School Operations Knotty Ash Primary School



Start Date:	01 October 2026
Closing Date:	12 noon, Sunday 23 August 2026
Shortlisting:	W/c 24 August 2026
Proposed Interview Date:	Thursday 03 September 2026
Post Scale:	NJC 15-19
Salary:	£30,024 - £32,061 (pay award pending)
Contract Term	52 weeks working 37 hours per week 8:00am – 4:00pm Monday – Thursday 8:00am – 3:30pm Friday

Welcome from the Headteacher



Dear Applicant,

I am delighted you are considering an application to join the team of staff at Knotty Ash Primary School: part of the Lydiate Learning Trust.

As a one-form entry school, we are small enough to be a family. Everyone at Knotty Ash is very proud of the school's ethos, which values respect and fun; relationships between staff and pupils are mutually supportive. At the heart of everything we do is a belief in our duty to develop the whole child.

The successful candidates will be working alongside ToD, DEI and team of TAs in primary DRB, across the age-range of children in Primary School. As necessary, supporting Deaf children within mainstream classes, delivering reverse inclusion and supporting the school's inclusive ethos by leading shared mainstream and DRB activities.

Our academic expectations are high, and we strive to support each child to achieve their full academic potential. We also offer a broad curriculum which values investigation, curiosity and creativity. In addition, there are a lot of opportunities for children to grow as responsible and valuable citizens - as they get older, they have opportunities to be play leaders and reading buddies for our younger pupils, as well as taking active roles in the life of the school e.g. School council, librarians, subject councils (see our Pupil Power section). We hold Arts Weeks, Health & Sports Weeks and themed days to empower children, no matter what their individual talent or interest. We also have links within the local community (with St John's Church, Alder Hey Hospital, Hope University and Bright Park) which further enrich opportunities for our children. Our aim is to help develop well-rounded, confident and resilient young people so we also offer Massage and relaxation, Guitar (y3-6) and Spanish as part of the curriculum.

A very important part of Knotty Ash Primary is our Deaf Resource Base provision, with space for 19 deaf children. While each is an integral member of their mainstream class, we also have the expertise and facilities to cater for their individual learning needs with specialist staff. Every child in school, from Nursery upwards, learns to communicate in British Sign Language - a wonderful life-skill! We have a school signing choir and are also affiliated to the Liverpool Signing Choir.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Knotty Ash offers a friendly, welcoming and enriching environment for all.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Knotty Ash Primary School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

With very best wishes,



Roanne Clements

About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

We can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jabs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete the Equal Opportunities Form during the application process.

How to apply

If you are interested in joining us on our journey, please apply by completing the online application form on our [career site](#).

Job Description – PA to Headteacher and School Operations

Purpose	To provide comprehensive, professional and highly confidential executive support to the Headteacher, enabling the effective leadership and management of the school. The postholder will act as a key professional partner to the Headteacher, ensuring the smooth coordination of administrative, operational, compliance and business functions across the school. The role is responsible for the day-to-day management of administrative and operational support services, including admissions, HR administration, finance administration, health and safety coordination, premises oversight and school compliance activities. The postholder will lead and support administrative, premises and catering teams, ensuring high standards of service delivery, operational efficiency and continuous improvement. Working closely with Trust colleagues, including HR, Finance, Estates and Operations teams, the postholder will support the effective management of staffing, budgets, income generation, statutory compliance and business operations, contributing to a safe, well-organised and financially efficient learning environment.
Responsibilities	PERSONAL ASSISTANT: • Provide confidential, comprehensive, and flexible personal assistance to the Headteacher. • Manage the school's diary, including scheduling meetings, checking for clashes, and ensuring timely updates. • Serve as a liaison between the Deaf Resource Base (DRB), staff and the Headteacher, ensuring effective communication and follow-up. • Provide high-quality secretarial and administrative support, including drafting, proofreading, and managing correspondence, reports, and presentations for internal and external stakeholders. • Organise meetings and appointments, including booking venues, preparing agendas and papers, taking minutes (including for confidential and disciplinary meetings), and following up on action points. • Coordinate visits from external guests, including hospitality arrangements, room bookings, parking, and DBS checks. • Support the Headteacher in meeting deadlines and managing priorities. • Maintain accurate and secure filing systems in line with the Data Protection Act and liaise with the Data Protection Officer regarding Subject Access Requests (SARs), Freedom of Information (FOI) requests, and complaints. • Minute meetings as required, including Senior Leadership Team (SLT) meetings, staff meetings, and other key meetings, and circulate minutes promptly. • Liaise with external visitors in person and over the phone, representing the values and ethos of the school and Trust professionally. • Attend and support governing board and committee meetings as required, including clerking duties such as preparing agendas, taking minutes, and ensuring actions are recorded and followed up. OPERATIONAL SCHOOL DUTIES: • Provide day-to-day line management of the administrative, premises, lunch / catering teams, including allocating workloads, monitoring performance, and supporting high standards of service and continuous improvement.

- Support the organisation of school events and functions, including logistics, communication, and on-the-day coordination.
- Complete the school census on a termly basis including collection and management all relevant information and liaising with all relevant parties to obtain
- Working with the Trust Estates and Operations Manager, act as the school's Health and Safety Coordinator, ensuring compliance with health and safety legislation, Trust policies and procedures, and monitoring the Health and Safety Action Plan.
- Coordinate the operational aspects of school visits and events, including preparing risk assessments for trips arranged by the Headteacher or senior leaders.
- When required, provide support and cover with reception duties, answering routine telephone and face-to-face enquiries and signing visitors in and out.
- Retrieve and update information from the school's Management Information System (MIS), such as student data and reports when required.
- Provide cover for colleagues during periods of absence or high demand.
- Coordinate supply staff including booking, monitoring, and any other necessary correspondence with supply agencies.
- Liaise with the Governing Board Liaison and with the Governing Board as required.
- Liaise with school staff and IT Technician regarding technical issues in school.
- Coordinate the day-to-day work of the Premises Officer, ensuring site maintenance, health and safety checks, and key tasks are completed efficiently.
- Liaise with welfare and kitchen staff to support the smooth running of daily school operations and ensure a safe and well-organised environment.
- Provide pastoral support to children and staff where appropriate.
- Act as a designated key holder for the school, undertaking opening and closing responsibilities as required and responding to emergency call-outs, security incidents and alarm activations outside normal working hours.

ADMISSIONS

- Manage in-year admissions, including handling enquiries, processing applications, and arranging school tours and inductions.
- Liaise with the Local Authority regarding pupil place allocations.
- Oversee all administration, documentation and communication relating to pupil admissions and transfers, including new starters (Nursery and Reception) and in-year admissions.
- Act as the main point of contact for prospective parents and families.
- Maintain accurate and up-to-date pupil admission records using MIS.
- Ensure compliance with the school's admissions policies and procedures.

HR ADMINISTRATION:

- Maintain and update the school's Single Central Record (SCR), ensuring all safer recruitment, safeguarding and statutory compliance checks are completed accurately and remain compliant with statutory and Trust requirements.
- Support the full recruitment cycle, including completing role approval forms, reviewing job descriptions, tracking applications, coordinating

interviews, preparing interview packs, and requesting references.

- Coordinate onboarding processes, including induction planning and ensuring compliance with mandatory training (e.g. safeguarding, GDPR, Health & Safety).
- Maintain accurate and up-to-date staff records across systems such as SIMS, HRIS, ATS, and the Single Central Record, in line with Ofsted and GDPR requirements.
- Organise appropriate local non-educational training e.g. First Aid for support staff within the school the school to function efficiently.
- Administer staff attendance, training logs, and performance management processes, including staff leave, probation reviews and annual appraisals.
- Provide administrative support for employee relations casework (e.g. disciplinary, grievance, TUPE), including minute-taking and drafting correspondence.
- Manage offboarding processes, including scheduling exit interviews, arranging equipment returns and coordinating system access removal.
- Support the implementation of employee engagement and well-being initiatives.
- Ensure school compliance with Trust HR policies and procedures and escalate queries to the Trust HR team as appropriate.
- Maintain accurate and up-to-date electronic employee files.
- Liaise between the Trust's HR team and school staff where appropriate.

FINANCE ADMINISTRATION:

- Manage the school's income streams, including ParentPay, nursery fees, pupil premium, breakfast and after-school club provision, ensuring the accurate collection, reconciliation and monitoring of income, outstanding balances and financial records in accordance with Trust procedures.
- Raising purchase orders and processing invoices in line with Trust procedures.
- Manage petty cash and school purchasing card transactions, ensuring expenditure is appropriately authorised, accurately recorded and reconciled in accordance with Trust financial procedures.
- Manage and monitor service level agreements (SLAs) and contracts with external providers, ensuring services are delivered effectively, performance standards are met, and contract renewals are managed in a timely manner.
- Ordering supplies, equipment, and services for the school.
- Maintaining records of orders, deliveries, and budget codes.
- Assisting the Headteacher with monitoring departmental budgets.
- Preparing basic financial reports or summaries for internal use.
- Be a card holder and budget holder with some authorisation responsibility for purchases.

OTHER:

- Support the efficient running of reception, managing telephone and face-to-face enquiries, and ensuring the school's security procedures for visitors are properly followed, to provide a courteous welcome to all stakeholders and visitors and promote a positive and professional image of the school.
- Update the school website as required.
- Carry out such other duties (commensurate with the post) as may reasonably be assigned by the Headteacher.
- The duties of this post may vary from time to time without changing the

	general character of the post or level of responsibility entailed. GENERAL REQUIREMENTS: • Be aware of and comply with all trust and school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to an appropriate person • Carry out all duties with regard to the school's policies and codes of conduct. • Participate in training and other learning activities as required and to participate in appraisal and professional development. • Set high expectations of conduct, whilst acting as a good role model for others.
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The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification – PA to Headteacher and School Operations

Person Specification	Qualifications & Training	
	Educated to A level or equivalent, or able to evidence ability at an equivalent level.	E
	Experience of working as a Personal Assistant.	E
	Relevant HR, Management or business administration Experience	E
	Relevant line management / mentoring experience	D
	Current first aid at work qualification	D
	Experience	
	Experience of working in a busy administrative / secretarial role	E
	Proficient in using data management systems for recording attendance information.	E
	Experience of communicating with a range of stakeholders, including parents.	E
	Experience working in a school or educational setting	D
	Experience of using SIMS / Parent Pay	D
	Understand and have previous experience using HR / Financial Management Systems	E
	Skills/Knowledge/Aptitudes	
	Ability to build positive relationships with students, parents/carers, staff, and external partners.	E
	Strong communication and interpersonal skills, with the ability to engage effectively with pupils, families, staff, and external agencies.	E

	ICT literate. Advanced level Word (including mail merge), Outlook, PowerPoint and Excel.	E
	Excellent organisational skills, with the ability to maintain detailed, accurate records and manage multiple priorities.	E
	Ability to work independently and collaboratively within a multidisciplinary team.	E
	The ability to prioritise own time and others, work under pressure and to meet workload demands with a sense of balance and perspective	E
	Decision making skills - able to make a decision on an informed basis taking into account all possible outcomes of this decision.	E
	Knowledge and understanding of health, safety and security, confidentiality and data protection	E
	Other Requirements	
	Willingness to travel between schools within the Trust and work flexibly. Full driving license and access to own transport with Business Insurance.	E
	Essential Requirements (*following an initial offer of appointment)	
	Positive recommendations from all referees, including current employer	E
	Enhanced DBS	E
	Medical clearance *	E