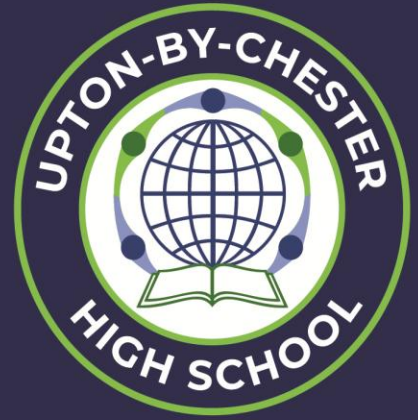


Learning to shape the future



Personal Assistant to the Headteacher

Full time Part Year Grade 6

£28,142 - £31,022, pro rata £25,527 - £28,776
37 hours per week, 41 weeks per year

Starting September 2026

Deadline for Applications Friday 31 July 2026

Welcome from the Headteacher

I would firstly like to thank you for your interest in a vacancy at Upton-by-Chester High School. The purpose of this information is to help you get to know more about our school and help you to decide if this is the right post for you.

Upton-by-Chester is a large and successful comprehensive secondary school located in Upton-by-Chester, an area on the outskirts of the wonderful city of Chester. Upton-by-Chester High School was established in 1968 and has gone from strength to strength over this time. We are a thriving, vibrant school with a proud record of academic excellence and success. Combined with our exceptional extra-curricular opportunities, we inspire our learners to flourish, no matter what their strengths and aptitudes. We are fully inclusive and open to young people of all abilities.

The school was inspected in February 2025. Inspectors found that;

"Pupils flourish in this school's nurturing and inclusive environment. Students in the sixth form are particularly appreciative of the school's support for their academic achievement and personal growth. Pupils develop positive relationships with staff. This helps them to feel known and cared for, despite the large size of the school. A culture of trust and respect is evident." (Ofsted 2025)

An exciting development for the school is being part of the School Rebuilding Programme. This means that between September 2025 and September 2028 the school will undergo a complete rebuilding programme to provide learners with brand-new indoor and outdoor facilities to support their learning. Details of the new build can be found on the schools 'New Build' webpage.

The school currently serves both the local community and an extended catchment area with learners attending the school from up to 40 individual primary schools.

There are currently 1750 learners on roll and the school is oversubscribed in a number of year groups. The school also has an outstanding Sixth Form (Ofsted 2015, 2019 and 2025).

Our school motto is 'Learning to Shape the Future'. This really does capture what is at the heart of the school. We ensure that every learner - whatever their previous attainment - will gain life-long enrichment and learning from the time they spend with us at Upton. Our approach is to provide opportunities that will capture the imagination of our learners and allow them to develop their knowledge, skills and understanding to be successful academically and socially. We will provide traditional academic subjects and vocational opportunities so we can support the learning needs of all our young people.

Upton-by-Chester High School is a great place to work. It is challenging, focused on teaching and learning and dedicated to the wellbeing of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our learners. We know that our school can only be as good as the workforce within it.

The school is at an exciting stage of development within the changing educational landscape in England. If, prior to submitting an application, you would like to see for yourself why we believe Upton-by-Chester High School is a great school in which to work, then please let us know.



Lee Cummins
Headteacher

Learning to shape the future



About the role

We are currently recruiting for an enthusiastic and adaptable Personal Assistant to the Headteacher.

The person we are looking for is someone who demonstrates a positive attitude and a strong ability to work effectively as part of a wider team. A creative, hardworking, and lateral thinker with excellent communication skills, able to convey information clearly and concisely to a wide range of audiences. Consistently demonstrates confidentiality, tact, diplomacy, and sensitivity when dealing with staff and learner issues. Acts with honesty and integrity at all times, while approaching challenges with patience, resilience, and a good sense of humour.

Full training will be given to the suitably experienced applicant.

Role:

Personal Assistant to the Headteacher

Position:

Full Time/Part Year
37 Hours weekly, 41 Weeks per year.

How to apply:

Apply via My New Term -
CVs alone will not be accepted

Closing Date:

31 July 2026

Interviews:

Interviews to be held shortly after
the closing date.



Job Description

1. Act as a first point of contact within the school for staff, Governors, parents and others seeking contact with the Headteacher.

Organise workload and prioritise on a daily basis using own initiative and knowledge of the work, with minimum direct supervision from the Headteacher.

Handle all confidential correspondence with discretion. Maintain a high degree of confidentiality with regard to issues concerning members of staff and learners. Respond positively with tact, sensitivity and awareness to learners and parents in relation to duties undertaken.

2. To assist the Headteacher in organising their administrative workload:

- Recommending items to be dealt with in order of priority.
- Ensure the Headteacher responds to particular approaches within timescales identified in any agreed priority action list.
- Assemble and prepare papers required by the Headteacher to attend meetings, prepare reports, or reply to requests for information
- After discussion, draft as appropriate, outgoing correspondence and school documents that are the direct responsibility of the Headteacher.
- Maintain the Headteacher's bring forward filing system.
- Undertake all administrative matters relating to the suspension and permanent exclusion of learners.
- To have oversight and responsibility for the school calendar.
- Maintain the electronic diary for the Headteacher, arranging appointments as appropriate and ensuring that they are adequately briefed on matters to be discussed.
- Arrange meetings and when required, take notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Carry out research for the Headteacher/senior management as required on any areas to support the school.
- Maintain the school's main admin email account.
- Ensure the maintenance of clear and effective filing, records and other systems and keep them updated. Maintain confidential files as directed by the Headteacher.
- Make travel arrangements for the Headteacher and to provide care for their visitors, including the provision of refreshments.

3. To support the administration of the school's management information system (SIMS).

4. Liaise with senior management concerning priorities, deadlines, policies and procedures. Liaise with the Business Manager/HR Manager where necessary.

5. Support the Deputy Headteacher's and other senior managers in the organisation and detailed planning of whole school events, such as awards evening and parents evening etc.

6. Foster links between the school and local community. Communicate with the LEA, outside agencies, parents and the local community and make contact with any other individuals who have business with the school. To act as administrator for the Education Improvement Partnership.

7. Manage and maintain the data request procedure for Freedom of Information, GDPR requests, student record information and complaints. Undertake administrative duties to support these procedures including sending acknowledgment letters, setting deadlines and chasing up responses.

8. Attend occasional open evenings, prize giving and other school events as required.

9. Cover for absent colleagues in the general office as necessary.

Person Specification

The successful candidate will hold GCSEs (Grade 4/C or above, or equivalent) in English and Mathematics. Evidence of further relevant training, professional development, or related interests is desirable, as is some knowledge or experience of human resources processes and practices.

Candidates should have excellent ICT skills and be confident in the use of Google Workspace and Microsoft Office applications, including Outlook, Word, and Excel, with the ability to quickly learn and adapt to bespoke systems. Experience of using SIMS is desirable. Applicants should demonstrate the ability to maintain accurate records and administrative systems, establish and develop positive working relationships with staff, parents, learners, and external agencies, and develop a sound understanding of school systems, HR policies and procedures, and data protection requirements, including GDPR.

The role requires a positive, creative, and hardworking individual with a strong ability to work effectively as part of a wider team. Excellent communication skills are essential, with the ability to convey information clearly, professionally, and sensitively to a wide range of audiences. The successful candidate will demonstrate a commitment to continuous professional development and consistently uphold the highest standards of confidentiality, tact, diplomacy, honesty, and integrity when dealing with sensitive staff and learner matters and in particular responding to parents. They will approach challenges with patience, resilience, and a good sense of humour.

Applicants should also be capable of working with minimal supervision, using their own initiative, making realistic and well-informed judgements, and providing independent advice where appropriate. An approachable and helpful manner is essential, together with the ability to analyse complex situations, exercise empathy, and respond appropriately to enquiries both by telephone and in person.

The successful candidate will demonstrate a strong commitment to equality, diversity and inclusion in both service delivery and employment practices. They must also share the school's commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and actively support the school's vision of "*Learning to Shape the Future*."

Learning to shape the future

Safeguarding Young People

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

All appointments are made subject to:

- An enhanced DBS disclosure;
- Checks of professional status;
- Confirmation of professional qualifications;
- Receipt of strong references (if not received by the time of interview); and
- Medical clearance

We only accept applications completed on the Cheshire West and Chester Application Form with a covering letter. Please do not send CVs or open testimonials.

Please ensure that the application form is completed in full. You must ensure that a full work history is provided and that any gaps in your employment are fully explained.

The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

When seeking references, we will request information about your suitability to work with children.

If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.



Procedure for Application

For an application form and full information about the position, please visit the 'Vacancies' page on Upton High School's website:

<https://www.uptonhigh.co.uk/page/?title=Vacancies&pid=46> and apply through MyNewTerm.

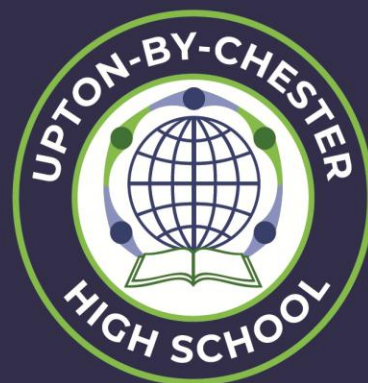
Completed applications should be returned no later than Friday 13 July 2026.

Interviews are planned to take place shortly after the closing date. If you have not heard from us within two weeks of this date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange risk-assessed informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Mrs S Lloyd, HR Manager.



Learning to shape the future



Upton-By- Chester High School

St. James Avenue
Chester
Cheshire
CH2 1NN

☎ 01244 259800
✉ admin@uptonhigh.co.uk