



ALDER TREE PRIMARY
BELIEVE - BELONG - BECOME

Join Our Team

Role

Personal Assistant

£27,576 to £28,984

Alder Tree Academy





Principal's Welcome

We are delighted that you are considering joining Alder Tree Primary Academy.

At Alder Tree, we believe there should be no limits to what children can achieve. We hold high expectations for every pupil and staff member, knowing that ambition, consistency, and care transform life chances.

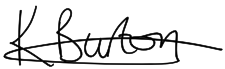
We are a warm, values-led school with purposeful, supportive classrooms focused on strong academic progress. We invest in our staff because when adults thrive, children thrive.

Working here means being part of a team that genuinely supports one another. Relationships matter – between colleagues, families, and the wider community – creating a strong sense of belonging.

I am proud that our disadvantaged pupils' outcomes are nationally recognised among the very best. This reflects the dedication and expertise of our staff and the impact of working collaboratively with a shared purpose.

As part of the White Rose Academies Trust, we benefit from shared expertise and professional networks, helping us sustain excellence and contribute to improvement across the wider system.

If you share our commitment to high expectations, inclusion, and opportunity for all, Alder Tree is a place where your work truly matters.

A handwritten signature in black ink, appearing to read 'K Burton'.

Kate Burton *Principal*
Alder Tree Primary



About Alder Tree Academy

Alder Tree Primary is a welcoming and ambitious school at the heart of the Potternewton community, proud to be part of the White Rose Academies Trust.

Formerly Mill Field Primary, the school joined the Trust in December 2020 and was renamed in September 2021 to reflect a renewed vision for the future.

Since joining the Trust, Alder Tree has undergone significant transformation. Strong leadership, clear expectations, and a focus on improving outcomes have strengthened the school's culture and provision, recognised in November 2023 when Ofsted judged the school Good in all areas.

Our community reflects the diversity of modern Leeds, with almost half of pupils speaking English as an additional language and many cultures represented. We see this diversity as a strength that enriches learning and builds a strong sense of community.

Alder Tree is deeply connected to its local community. Our Community Hub and Food Pantry provide a welcoming space for families to access support, attend coffee mornings, and collect essential items daily.

At Alder Tree Primary, staff are supported to grow, pupils are inspired to achieve, and the community is at the heart of everything we do. We are proud of our progress and excited for the future.



ATP in
Numbers

Believe,
Belong,
Become.

42

ethnicities
contribute to the
rich diversity of our
school community.

39

members of staff
passionate about
helping every
child thrive.

2026

Best Nationally,
as awarded by the
Secretary of State
for Education.

127

pupils with EAL
enrich our school
with their vibrant
mix of cultures.

35

languages spoken
by our culturally
diverse school
community.

Job Description and Person Specification

Post Reference: 2785

Job Title: Personal Assistant

Academy Name: Alder Tree Primary Academy

Grade: C3 (Actual Salary £27,576 to £28,984)

Hours: 37 hours per week, term time only plus 5 days

Accountable to: Principal

Job Description

Role:

In this role you will provide a professional, efficient and welcoming reception and administrative service to the academy. You will provide confidential dedicated Personal Assistant service to the Principal, Academy Business Manager and Senior Leadership Team (SLT) and managing daily tasks and ensuring the smooth operation of the academy. This is a unique opportunity to join a primary academy within the White Rose Academies Trust and contribute to the success of our students in line with our vision and values.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

Provide a confidential administrative and secretarial service to the Principal and SLT

- Proactively organise and manage aspects of the Principal's and Senior Leadership Team's business to ensure the effective running of the academy.
 - Respond to emails, written correspondence and telephone calls on behalf of the Principal and SLT as requested.
 - Produce high-quality reports, letters and correspondence for the Principal and SLT.
 - Manage the Principal's electronic diary, arrange appointments and coordinate work priorities.
 - Organise meetings, appointments and events for the Principal, Academy Business Manager and Vice Principals.
 - Prepare documentation, presentations and briefing materials for meetings.
 - Maintain electronic and paper filing systems for SLT documentation.
 - Maintain a bring-forward system to ensure all relevant documentation is available for meetings.
 - Take notes where necessary of the weekly staff briefing, prepare and send the weekly staff bulletin
 - Prepare relevant sections of the Local Advisory Board (LAB) report.
 - Manage bookings including travel, hotels, courses and other logistical arrangements
 - Undertake general PA responsibilities including document formatting, scheduling appointments, and providing administrative support for annual schedules, staffing structure updates, appraisal processes via Arbor, and other related tasks.
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Communications, and Marketing Support

- Draft, format and distribute branded letters, templates and official correspondence for internal and external communication.
- Convert letters/documents into PDFs for marketing purposes to upload to the academy website.
- Monitor and respond to the Safeguarding inbox, escalating concerns as appropriate.
- Send parent communications via Arbor, including reminders for events, DEAR parent sessions and key updates.
- Prepare "What's Coming Up" updates for families each half term, communicating key dates and events effectively.
- Gather Golden Learner information for assemblies.
- Take and format minutes for supervision meetings, SLT meetings, and general meetings as required.
- Manage and schedule school social media via Hootsuite, ensuring posts are timely and consistent with academy branding.
- Upload bulletins and diary information to SharePoint for internal access.
- Support TSLG trips with diaries, Evolve forms, and associated administrative organisation.

Administrative, Clerical and Human Resources Support

- Provide routine clerical support including photocopying, filing, emailing and completing routine forms.
- Maintain manual and computerised records and management information systems.
- Undertake data entry, record keeping and information retrieval tasks.
- Use Microsoft Office and academy databases effectively to complete administrative tasks.
- Ensure reprographics and photocopying jobs are completed as required across the academy.
- Undertake general office duties as required to support the smooth running of the administration team.
- Receive and welcome visitors to the academy and provide hospitality where required.
- Ensure excellent customer service is provided to parents, colleagues and visitors at all times.
- Monitor the orders inbox and respond or escalate as required, raising Purchase Requisitions on the finance system (SAGE)
- Liaise with the Attendance Team and assist with attendance administration when required.
- Cover Reception when necessary.

Meetings, Events and Academy Activities

- Assist with the organisation of academy events including Parents' Evenings, Open Evenings and other academy events supporting throughout the event.
- Assist the Business Manager and senior leaders in organising events such as Parents' Information Sessions
- Assist with the arrangements for school functions and receptions including invitations, catering and hospitality.
- Attend and participate in the academy's Business Planning and Strategic Annual Event where required.

Staff Administration

- Coordinate staff leave of absence requests for training and other leave, ensuring Principal approval and updating relevant systems to arrange cover where necessary.
- Maintain the academy staff calendar.
- Support HR processes including interview preparation and requesting references.
- Assist with recruitment processes and interview arrangements where required.
- Support recruitment processes, including scheduling interviews, preparing documents and liaising with candidates.

- Complete Evolve checks for trips and visits, supporting safe and compliant organisation
 - Maintain and update the Single Central Record (SCR) to ensure compliance with safeguarding and HR requirements.
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Governance and Compliance

- Liaise with the Governing Body, Clerk to Governors and Principal to arrange meetings and documentation as required.
 - Coordinate arrangements for Governors and regular visitors attending academy meetings, including evening Local Advisory Board meetings.
 - Assist with arrangements for external inspections including Ofsted visits.
 - Coordinate visitor speaker agreements ensuring appropriate documentation is completed and approved by the principal.
 - Issue SSS and Every training details to all staff, Keeping up to date records of completion.
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Equal Opportunities:

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
 - Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.
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Professional Responsibilities

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.
- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.
- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

Safeguarding, Compliance and Conduct

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.

- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

E	Good level of Education and relevant training (5 GCSE's or equivalent)	A T C
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Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
D	Experience of working as a Personal Assistant	A I
D	Experience of working in a school or education-based setting	A I
D	Understanding of recent, relevant developments in education	A I
D	Experience of organising events	A I
D	Experience of meeting planning, collation of documents and minute taking	A I
E	Experience of organising own workload to meet deadlines in a challenging environment	A T

Skills and Competencies

E	Excellent all round ICT experience including use of Office applications – Excel, PowerPoint, Word etc	A I
D	Ability to work independently and as part of a team without the need for close supervision	A R
E	A sound knowledge of standard office protocols	A I
E	Ability to keep calm in any situation and to deal with anyone who may be emotional about a given situation	A R

Behavioural and Other Characteristics

E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Excellent relationships with all members of staff and students	A I R
E	Respectful towards all staff and students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	A I R
E	Committed to the principles of the Academy programme	A I R
E	Possess personal integrity, warmth, and a willingness to grow and learn	A I R

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

Application Process

- 1 Complete Application Form**
Click Apply Now and complete the form via My New Term, including your full employment history.
- 2 Application Reviewed**
Your application will be reviewed against the person specification and role criteria.
- 3 Shortlisting**
The panel confirms shortlisted applicants.
- 4 Interview Invitation**
Shortlisted candidates will receive details of the interview process and day.
- 5 Interviews**
Attend the interview with three original IDs and your listed qualifications, with your completed self-disclosure form.
- 6 Appointment Confirmed**
You'll be contacted after interview. If successful, confirm acceptance for your HR offer.
- 7 Next Steps from HR**
HR will contact you about pre-employment checks and any missing documents or history queries.
- 8 DBS Application**
Complete your DBS application and pre-employment health questionnaire via our 3rd party providers.
- 9 Employment Checks**
HR complete all remaining pre-employment checks including overseas and employment gap history.
- 10 Checks Reviewed**
Once complete, checks are reviewed against our statutory and legal obligations.
- 11 Start Date Agreed**
Your line manager will agree a start date with you. HR will then issue your contract.
- 12 Welcome to the Team!**



My WRAT Journey



2021
Early Career
Teacher

2023
Teacher

2024
Staff Governor

"Alder Tree is a genuinely special place to work. Warmth, professionalism, and a commitment to children's learning sit naturally side by side. Coaching is supportive and focused on growth, creating positive energy across the school. It's a community that inspires both staff and pupils, where everyone feels valued, supported, and motivated to do their best."

Aisling Shortt *KS2 Teacher*

Staff Benefits



Flexible Working

We offer flexible arrangements including term-time only, part-time, and job share opportunities.



Employee CycleScheme

Purchase a bike and accessories through our salary sacrifice scheme for a healthier, greener commute.



Annual Leave Entitlement

On top of 25 days annual leave, plus bank holidays. Support staff receive an extra 5 days after 5 years' service.



Supporting Staff Discounts

We support all education staff in accessing Discounts for Teachers, Teacher Perks and Blue Light Card.



Pay Awards

Benefit from nationally agreed terms, including STPCD or NJC Green Book, as well as the Real Living Wage.



Eye Test Vouchers

Free eye tests and up to £69 towards glasses are provided for Display Screen Equipment (DSE) users.



Employee Pension Scheme

Staff are automatically enrolled in either the Teachers' Pension Scheme or LGPS.



Free Flu Jabs

To keep our staff safe and protected we offer free flu jab vouchers to all employees across the trust.



Real Living Wage

The trust is proud to confirm that we pay all staff in line with the real living wage £13.45ph.



Car Parking

We ensure all colleagues benefit from free on-site parking at all four of our academy sites.



Employee TechScheme

Salary sacrifice is available to purchase the latest tech after probation.



Family Friendly Policies

We support work/life balance with family-focused policies, including emergency and special leave.



Staff Wellbeing



Employee Assistance Programme

All staff and families can access Health Assured's confidential wellbeing support service with app access.



Headspace

Free access to Headspace to support mental health with meditation and mindfulness tools.



Little Treats for Our Team

From end-of-month treats to occasional coffee van visits, we show appreciation for our fantastic staff.



Time to Celebrate

Our staff enjoy a day off on their birthday as well as early finishes at Christmas and summer.



Mental Health First Aiders

Whether you just need someone to talk to, or you're facing emotional challenges, our MHFAs are on hand.



Dedicated Wellbeing Reps

Reps are here to listen to colleague feedback and organise wellbeing initiatives tailored to each academy.



Colleague Recognition Schemes

We have a variety of schemes that allows our staff to be recognised and thanked for their hard work.



Plan and Collaborate

Staff have PPA time in year groups to support workloads. As well as coaching and collaboration.





My WRAT Journey



2011
Early Career
Teacher

2012
Teacher

2022
Teacher &
PE Lead

"It is incredibly rewarding to work with colleagues who are passionate about helping children thrive. The support and development opportunities I have received have helped me grow professionally and personally. I enjoy seeing the positive impact of our teamwork in creating a nurturing environment where every child can succeed."

Rory Thompson *Teacher*

What Our People Say...

"I love being part of Alder Tree Primary for its exceptional people and culture of support. From my early days as an ECT to taking on leadership, I've been guided, encouraged, and supported. The teamwork, approachable SLT, and nurturing environment make every day purposeful and inspiring."

Emma Lewis *Teacher*



"I like this school because everyone is welcoming and the staff always help children to improve. We have lots of fun trips, festivals and clubs, and there is always someone to talk to if you need help. My brother came to Alder Tree before me and always came home happy and excited about school."

Sophia *Year 2 Pupil*

"Alder Tree Primary is a special place to work, with an exceptionally supportive staff and SLT. As an HLTA, I enjoy working across all year groups, building relationships with pupils. The school's CPD, positive environment, and focus on inspiring children make every day rewarding and purposeful."

Jenni Chuah *High Level Teaching Assistant*



Proud to be Part of the White Rose's Academies Trust



Alder Tree Academy Primary

Alder Tree Primary is a unique two form intake inner-city school in Leeds. We help every child reach their potential through engaging lessons and strong pastoral support and are proud to be nationally recognised for supporting disadvantaged pupils.

Ofsted "The school values epitomise the school's determination that every pupil will reach their full potential."

Our core values are: **Believe, Belong, Become**



Leeds City Academy Secondary

A vibrant inner-city school in Woodhouse with over 1,000 students from diverse backgrounds. A recent £8.5 million investment has enhanced facilities, supporting growth and improvement, while students and staff work proudly together to achieve even more.

Ofsted "Pupils thrive at this happy and inclusive school"

Vision Statement: **Working In Partnership**

Our core values are: **Aspirational, Caring, Professional, Respectful, Resilient and Tolerant**



Leeds East Academy Secondary

Leeds East Academy is a vibrant, diverse school in Seacroft, housed in a £14 million building. With the ambition of 'Every Child Can', we support students to excel academically and personally, while fostering high standards and strong support for all staff.

Ofsted "The school nurtures pupils so they have the self-belief and resilience to succeed"

Vision Statement: **Every Child Can**

Our core values are: **Resilience, Integrity, Trust, Ambition**



Leeds West Academy Secondary

Known for its welcoming atmosphere and Performing Arts specialism, Leeds West Academy unites and inspires our community through education and opportunity. With a broad, ambitious curriculum and strong pastoral support, every student can reach their full potential, while staff are supported to thrive in a nurturing, high-standard environment.

Ofsted "A happy and inclusive school"

Vision Statement: **Evolving Excellence**

Our core values are: **Care, Commitment, Community**







ALDER TREE PRIMARY
BELIEVE - BELONG - BECOME

