

Applicant Pack



Principal's Personal
Assistant



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



About Hathershaw College

'Together we Succeed'

The Hathershaw college, based in Oldham , serves more than 1,000 pupils aged 11-16 years across 5 year groups. We are a founding member of The Pinnacle Learning Trust, established in September 2017, and a key driver in the Trust's mission to improve the lives and chances of young people in the local area.

In our most recent Ofsted report published in June 2026, under the new national inspection framework, our school is recognised as welcoming and inclusive, with a strong culture of respect and high expectations. Inspectors judged the school to have met the Expected Standard in Attendance and Behaviour, Inclusion and Personal Development and Wellbeing, whilst confirming that the school meets the national expected safeguarding standard.

Ofsted recognised our inclusive ethos, stating that; *"this is a community where students experience a positive sense of belonging"*. Their findings reflect the commitment of our staff, leaders and students to creating a calm, respectful and supportive learning environment, alongside our continued focus on securing the very best outcomes for all our young people. We place high value on preparing our students for future success through a comprehensive Careers Education Package that meets all the Gatsby Benchmarks. The Pinnacle Learning Trust also includes the successful Oldham Sixth Form College and we benefit enormously from this link.

We are committed to the success of our staff as much as our students. As part of The Pinnacle Learning Trust, our colleagues benefit from extensive support and high quality Professional Development with the support of the **Pinnacle Research School**. Access to INSET days, weekly in-house CPD sessions, and Trust-wide training ensures that you will be learning and developing throughout your career with us. We are also an executive partner in the East Manchester Teaching School Hub, which provides access to sector-leading, evidence-based training for both teaching and support staff.

We actively seek staff feedback to ensure The Hatherhaw College remains a place where our team feels valued and supported. We are delighted that the Pinnacle Learning Trust was winner of the **MAT Excellence Award for Wellbeing Trust of the Year 2025**, and has been recognised by **EduRio for a Trust Value Award** in 2025 for the second year running.

If you are looking to make an impact on the life chances of young people, we invite you to join our team at The Hathershaw College.

Job Description & Person Specification

Main Purpose of the post

To provide a highly professional, confidential and efficient personal assistant and administrative support service to the Principal, ensuring the effective management of their office and contributing to the smooth operation of the school. The postholder will act as the first point of contact for the Principal, maintaining the highest standards of professionalism, discretion and customer service.

Summary of Main Duties and Responsibilities

Leadership and Management Responsibilities:

- Play a leading role in promoting the Academy's mission, values, strategic aims and objectives.
- Contribute to the development and implementation of the Academy's Strategic Plan, Self-Assessment Report and Capacity to Improve Plan.
- Support strategies, plans and organisational climate that will enable the Academy to be an outstanding School and exceed the expectations of its staff, learners and employers.
- Embed a culture of high performance and service excellence and lead on the promotion of positive behaviour in the Academy.
- Provide positive and supportive team leadership and effective communication.
- Manage the day to day running of the department, including recruitment and line management of staff, developing working methods, setting targets, developing staff skills and capability and managing performance.
- Implement the Academy's quality procedures.
- Manage financial budgets and ensure the effective and efficient deployment of physical and human resources, in line with the Academy's Financial Regulations.
- Regularly review and update policies, procedures and processes to meet Academy needs.
- Attend and contribute to Trust/Academy Manager meetings, share good practice and take a lead on relevant initiatives.

Specific Responsibilities:

- Organise and manage the Principal's diary to ensure the effective prioritisation of appointments and efficient use of time. Coordinate and arrange meetings on behalf of the Principal, including scheduling attendees, booking venues, preparing agendas and supporting documentation, and ensuring all relevant papers are circulated in advance.
- Liaise with academy staff, parents, representatives of the Local Authority, governors, and the wider local community with tact and diplomacy to maintain positive relationships.
- Draft, format and distribute professional correspondence on behalf of the Principal
- Support the academy's recruitment processes, as directed by the Principal, by preparing and placing job advertisements, coordinating applications, arranging interviews, obtaining references, and ensuring all recruitment activities are carried out in accordance with Trust policies, safer recruitment requirements and employment legislation. Liaise regularly with the Trust HR team to ensure compliance with recruitment procedures, maintain accurate records, and provide administrative support throughout the recruitment process.
- Take accurate and timely minutes of Senior Leadership Team (SLT) meetings, ensuring actions are recorded and distributed as appropriate.

- Attend and produce accurate minutes of Curriculum and Standards Group (CSG) meetings (meetings of middle leaders). These meetings are usually held outside of the normal working day and attendance will therefore be required as part of the role.
- Book rooms and appropriate resources for meetings, and arrange hospitality as required.
- Address enquiries during the Principal's absence, determining the appropriate course of action and whether to refer the matter to other staff members.
- Use discretion and maintain confidentiality when handling and sharing information, ensuring that information is disclosed appropriately and only to authorised individuals, both within and outside the academy.
- Manage the exclusions process for suspensions and permanent exclusions, liaise with parents, Governors and LA representatives and produce minutes for all associated meetings.
- Record and maintain staff sickness absence on the Trust's HR system, ensuring that all records are accurate, up to date and maintained in accordance with Trust procedures and data protection requirements.
- Receive emails sent to the academy email address, forwarding those to the relevant staff and highlighting urgent matters to the Principal and/or SLT.
- Work collaboratively with other administrative colleagues across the academy to provide mutual support and ensure continuity of service, particularly during periods of absence or increased workload. Contribute to the smooth and efficient operation of the administration team by supporting the wider functions of the school and undertaking duties appropriate to the role of Personal Assistant to the Senior Leadership Team (SLT) as required.

Admissions

- Making sure that numbers on roll are kept to full capacity & updated regularly.
- Keeping waiting lists up to date.
- Liaising with the Year Managers and relevant colleagues to set up admission meetings.
- Preparing the necessary paperwork for the admission meetings.
- Liaising with other schools and the LA throughout the admission process.
- Meeting deadlines to rank applicants for the year 7 admissions through the LA system.
- Support the administration of admissions for the new year 7 students.
- Arrange admission for Fair Access cases.

Requirements of All Academy Staff:

- To promote and uphold the Trust/Academy Mission Statement, values and strategic aims and objectives.
- To comply with Academy/Trust policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the Academy's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or designated alternate.

Relationship to other posts within the Academy

Supervision given to: SLT Personal Assistant

Supervision received: Principal

	Essential	Desirable	Method of Assessment
Experience			
Considerable previous experience in a similar PA or administrative role, supporting senior leadership teams.	✓		Application/Interview
Experience of working within the education/academy sector		✓	Application/Interview
Experience of developing and leading on new initiatives.		✓	Application/Interview
Experience handling confidential and sensitive information.	✓		Application/Interview/References
Experience of minute taking.	✓		Application/Interview/References
Experience working in a busy office environment.	✓		Application/Interview/References
Skills and Knowledge			
Excellent secretarial and word processing skills.	✓		Application/Interview/References
Excellent leadership and management skills and ability to inspire, challenge and empower others and develop new working practices.	✓		Application/Interview
Strong organisational and time management skills and ability to manage competing priorities.	✓		Application/Interview
Excellent IT skills and up to date working knowledge of Microsoft Office and/or Google Workspace.	✓		Application/Interview
Confident and professional when dealing with staff, parents, and external contacts	✓		Application/Interview
Skilled at managing challenging queries or difficult conversations	✓		Application/Interview
Knowledge of GDPR and confidentiality requirements.	✓		Application/Interview/References
Education and Qualifications			
Good standard of education.	✓		Application
Commitment to ongoing professional development, and staying abreast with developments in the field.	✓		Application
Attitude and Personal Qualities			
Accuracy and attention to detail.	✓		Application/Interview/References
Ability to build relationships and influence within all levels of an organisation.	✓		Application/Interview/References
Ability to work on own initiative and have confidence in dealing with problems as they arise in a professional manner.	✓		Application/Interview/References
Ability to multi-task, work under pressure and organise the work of self and others in order to meet deadlines.	✓		Application/Interview/References
A proactive approach and ability to initiate change.	✓		Application/Interview/References
Excellent interpersonal skills and ability to establish and maintain excellent working relationships with others.	✓		Interview/References
An enthusiastic and flexible approach to working routines and practices.	✓		Application/Interview/References
Understanding of the principles of confidentiality and the ability to handle sensitive data appropriately.	✓		Application/Interview/References
Patience and ability to remain calm.	✓		Interview/References
Suitability to work with children.	✓		Enhanced DBS clearance and Children's Barred List check/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues.	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF





THE
Pinnacle
LEARNING TRUST

**To find out
more or to
apply:**

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