



Personal Assistant to Headteacher

Recruitment Information for Candidates

Application Deadline – Midnight 28th June 2026





Dear Applicant,

Thank you for expressing an interest in joining The FitzWimarc Academy Trust.

FitzWimarc School is extremely proud of its excellent reputation, not only within the town of Rayleigh but across the county of Essex. Our traditional values, where a caring, supportive environment is reinforced by high standards of behaviour, allow each and every child to develop a lifelong love of learning

We believe in a balanced curriculum that introduces and develops a wide range of skill areas to ensure stability and flexibility of learning. A high emphasis is placed upon the literacy and numeracy skills that are essential for success, whilst maintaining a wide range of academic, sporting and cultural opportunities. At FitzWimarc, our students can discover and develop talents and interests that they never knew they had.

We have the very highest expectations of both staff and students. Every individual, subject and grade is valued. Your child will have the opportunity to excel in which ever area they choose; the hard-earned grade 4 pass at GCSE is valued just as much as the copious amount of grades 7 and above (or equivalent) that are achieved. This is a school with a passion for learning; our enthusiasm for success intertwines with supporting our students in their role in their local, national and global communities. A modern education at FitzWimarc will prepare young people to be thoughtful and responsible members of society in an ever changing world, ensuring that they are equipped for lasting success.

Mr R. Harris

Headteacher



The School Aims

- To provide a stable and caring, yet disciplined, environment in which individuals may develop.
- To extend students' horizons and to broaden and deepen their knowledge, skills and understanding.
- To develop respect for religious and moral values and to encourage acceptance of others as members of a tolerant and democratic community in Britain.
- To prepare students for a positive role as an adult in an ever- changing British society.
- To develop personal and social skills, creativity and the ability to question, challenge and express viewpoints rationally.
- To develop skills for adulthood, including physical well-being, numeracy, literacy, computer skills, application to tasks, problem solving and thinking skills.
- To encourage the skills, mindset and resilience required to achieve lifelong learning.
- To promote the spiritual, moral, social and cultural development of students.
- To be renowned as a regional centre of excellence for teaching and learning.
- To ensure that the school's safeguarding and 'Skills for Life' programme both reflect current needs and are delivered and monitored effectively.

The School Ethos

- Members of the school community will demonstrate mutual respect at all times.
- All members of the school community are expected to challenge any type of discriminatory or unreasonable behaviour.
- All students are encouraged to greet visitors to the school with friendliness and courtesy.
- Stakeholders are encouraged to report any concerning or worrying behaviour to a member of staff as part of a watchful and caring community.
- The school's traditional values are emphasised to all and taught alongside traditional British values including tolerance and respect for all groups of people.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Access to our Wellbeing programme (including counselling sessions and online discounts)



Job Title:	Personal Assistant to Headteacher
Contract Type:	Permanent
Contract Term:	Part time - 37 hours per week – 40 weeks per year (term time + inset + 1 week to be worked in school holidays)
Salary Range:	Scale 7 Points 19-24 £32,061 - £35,412 FTE (£28,162 - £31,241 actual salary)
Closing Date:	Midnight, 28 th June 2026
Start Date:	ASAP
Position Available:	1
Interview Date:	w/c 6 th July 2026

We are looking for a highly organised and proactive administrator to support the Headteacher and Senior Leadership Team in a busy secondary school. This varied role requires excellent communication skills, discretion, and confidence in managing the demands of a fast-paced environment.

The successful candidate will bring a professional, flexible, and collaborative approach, using their skills and initiative to support daily school operations and build positive relationships with staff, students, parents, and external agencies.

Key Responsibilities

- Manage Headteacher and SLT diaries, meetings, and associated documentation
- Act as the first point of contact for all communications from parents and Screen and prioritise communications, responding or escalating where required
- Working with the Marketing Officer prepare whole-school communications, including letters and website updates
- Organise key school processes (e.g. photos, immunisations, events)
- Coordinate behaviour, reintegration, and exclusion-related administration
- Maintain records and systems, track actions, and prepare reports including Governing Board documentation
- Create and maintain systems to ensure tasks and matters arising from meetings are actioned by those responsible within agreed timescales
- Support PSHE/RSE tracking and pastoral initiatives including referrals to external services (e.g. medical, safeguarding, alternative provision)

What We're Looking For

- Strong organisational skills with the ability to manage multiple priorities and deadlines
- Excellent communication skills with a professional and confident approach
- High level of discretion when handling confidential information
- Proven administrative experience with strong attention to detail
- Proactive and adaptable, with good IT skills and the ability to work independently and as part of a team

Benefits

- Employee Assistance Programme (EAP) for wellbeing support
- Access to our onsite gym
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Training and development opportunities
- Local Government Pension Scheme



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Date Required	ASAP
Closing Date	Midnight, 28 th June 2026
Interview Date	w/c 6 th July 2026
Reporting To	Operations Manager

We are seeking a highly organised and proactive administrator provide high-level, confidential and professional administrative support to the Headteacher and Pastoral Senior Leadership Team (SLT), ensuring the smooth running of leadership operations, communication and governance processes.

Main Duties

- Organise diaries for the Headteacher and SLT, including scheduling meetings, coordinating logistics, preparing documentation and taking minutes where appropriate.
- Act as the first point of contact for all communications from parents and carers or the wider community directed to the Headteacher and SLT including matters relating to suspensions, exclusions and any other enquires/concerns.
- Filter communications, draw attention to urgent issues, draft responses or respond directly where appropriate.
- Working with the Marketing Officer prepare whole-school communications, parent letters, and update the school website accordingly.
- Organise key school processes (e.g. photos, immunisations, events).
- Support referrals to external services (e.g. medical, safeguarding, alternative provision).
- Coordinate behaviour, reintegration, and exclusion-related administration.
- Maintain key logs (e.g. protected characteristics, safeguarding records, complaints, legal enquiries).
- To create and maintain systems to ensure tasks and matters arising from meetings are actioned by those responsible within agreed timescales.
- Prepare documentation for Governing Board meetings, including but not limited to Pupil Disciplinary reports and Headteacher papers.
- Support PSHE/RSE tracking and pastoral initiatives.
- To undertake other administrative duties as required and directed by the Operations Manager and Senior Leadership Team.

General Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



Application Procedure

- Read carefully all the information about this post
- If you have any questions, please telephone or email our HR department on 01268 743884 or email sgould@fitzwimarc.com
- Complete the application form as fully as possible. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

Appointment Process

- Suitable applications will be shortlisted for interview (as quickly as possible).
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and / or email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

We are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process.

Pre-employment Checks

We are committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure form the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2)

References

Please provide two referees who know you in a professional capacity, if at a school, one of these must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

The successful applicant will also be required to:

- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work

Equal Opportunities

The school is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

We are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

A copy of our Recruitment Procedure is available upon request.



PERSON SPECIFICATION	
Category	Essential
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths at Grade C / Grade 4 or above
Experience	<ul style="list-style-type: none"> Proven administrative experience in a busy environment Experience of working with a wide range of stakeholders, such as parents, staff, and external agencies Experience supporting senior leaders or managing complex administrative processes
Skills	<ul style="list-style-type: none"> Excellent organisational skills with the ability to prioritise workload and meet deadlines Strong written and verbal communication skills High level of accuracy and attention to detail Ability to handle sensitive and confidential information with discretion Strong IT skills, including Microsoft Office and database systems Ability to work independently and use initiative Ability to remain calm and professional under pressure in a fast-paced environment
Personal Attributes	<ul style="list-style-type: none"> Friendly, professional, and approachable Discreet, reliable, and trustworthy Proactive, with the ability to use initiative Flexible and a strong team player Calm and able to work effectively in a busy environment Willing to learn and develop