



Westfield School

PA to Headteacher, SLT and Local Governing Body

Applicant Pack



Contents

The vacancy	3
Post advert	3
Role Summary	3
Job description	5
Specific duties and responsibilities.....	5
Support for the trust/school	6
Changes to these duties	6
Person Specification	7
Job Title: PA to Headteacher.....	7
Knowledge, experience and skills	7
Qualifications	7
Other skills	8
Interpersonal skills.....	8
Child protection.....	9
Westfield School	10
Chorus Education Trust	11

The vacancy

Post advert

Deadline for applications: 11.59pm on 24 September 2026

To start: ASAP

We are seeking a highly organised and proactive Personal Assistant (PA) to support the Headteacher and leadership team at Westfield School. The role includes providing exceptional administrative and secretarial support within our vibrant secondary school. In this pivotal role, you will act as the primary point of contact for the Headteacher, managing a complex diary, coordinating key communications, and liaising professionally with staff, parents, governors, and external agencies. The successful candidate will possess outstanding organisational skills, a calm demeanour under pressure, and a deep understanding of safeguarding and confidentiality within a busy educational environment. You will also act as the point of contact for the school LGB, liaising with governors and trustees as required.

If you are a forward-thinking professional dedicated to supporting secondary education excellence and maintaining the smooth daily operations of our school leadership team, we welcome your application.

Role Summary

Post title:	Personal Assistant to Headteacher, Senior Leadership Team and Local Governing Body
Profile:	BS3.5
Grade:	6
Grade spinal point range:	SCP 21 to 26
Salary:	£34,237 - £38,510 (pro rata £30,957 - £34,821)
Accountable SLT post:	Headteacher
Line manager (if different):	Headteacher and Business Support Services Manager
Staff to be supervised or line managed by post holder:	Cover Manager
Post holder will work with:	SLT, Other teaching and support staff Chair of Governors, Local Governing Body
Holiday and sickness relief:	By and for other administrative support staff
Purpose of post:	To provide an effective, efficient and high-quality administrative support to the Headteacher, Senior Leadership Team and Local Governing Body, acting as PA to the Headteacher & Business Support Services Manager and supporting the Chair of Governors.

Version revised: September 2026

Contract: Permanent 37 hours/41 weeks

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

To be responsible for the provision of an outstanding PA service ensuring the Headteacher & Leadership team are fully supported in all aspects of their work and to the standards required by the Trust. This will also include Local Governing Body (LGB) administration which will involve liaising with our School Governors and being responsible for an efficient and competent administrative service as required.

Specific duties and responsibilities

School Level Support

- Providing general and confidential secretarial, clerical and administrative services to the Headteacher, Business Support Services Manager and SLT. In addition to acting as the primary point of contact for the Headteacher.
- Manage calls, information requests and visitors for the Headteacher redirecting as and where appropriate.
- To attend confidential staff and student meetings, prepare documentation and take minutes and distribute relevant papers as appropriate.
- Diary management and co-ordination for the Headteacher ensuring any papers for meetings are prepared in advance and outcomes are followed up.
- To prepare communications on behalf of the Headteacher, Business Support Services Manager and/or other SLT members to go out to staff, students, parents or the wider school community.
- Prepare a range of publications on behalf of the school (e.g. SIP, SEF) and ensuring these are branded appropriately under the direction of Headteacher, Business Support Services Manager and SLT.
- Preparing reports, presentations and documents as required by the Headteacher, Business Support Services Manager and or other SLT members.
- Minute Trade Union Meetings ensuring papers are issued in a timely manner and actions are followed up.
- Line Manage Cover Manager and fulfill their role for short term absence
- Arranging hospitality for events/meetings and arranging travel for SLT as required.

Local Governing Body (LGB) Level Support

- Providing a single point of contact for the schools LGB, liaising with governors and trustees as required.
- Keep the LGB and subcommittee governance calendar up to date and ensure papers for all meetings are issued in a timely manner.

- Use appropriate templates for the preparation of agendas, minutes and other key documentation ensuring key governance documentation is retained in line with trust requirements.
- Clerking LGB meetings ensuring these follow trust compliance requirements and accurate minutes are taken.

Other Administrative Duties

- Take minutes at general staff meetings, briefings, SLT and extra ordinary meetings as required.
- Draft confidential and routine correspondence under the direction of the Headteacher and or Business Support Services Manager.
- Arrange and coordinate events on behalf of the Headteacher (e.g. Inset, End of Year events etc)
- To support the central HR team and school SLT with administrative and clerical support for all school recruitment.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees

and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: PA to Headteacher

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Substantial experience of PA and or other general administrative and clerical work for a senior leadership team or board	✓		A / I
High level of IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web	✓		A / I
Clerking and minute taking at governor level meetings or equivalent board meetings		✓	A / I
Knowledge of governing body procedures and education and academy legislation, guidance and legal requirements		✓	A / I
Knowledge and understanding of Freedom of Information, Data Protection legislation, records management and governance issues		✓	I
Exceptional written and verbal communication skills	✓		A / I
Awareness of the education sector		✓	I
Line Management Experience		✓	A / I
Qualifications			
Good level of literacy and numeracy e.g. GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A

Other skills			
Flexibility to manage clerking provision, with the ability and commitment to working scheduled evenings to minute governor meetings	✓		I
Able to plan and prioritise to ensure timely delivery of agendas and progress toward actions	✓		A / I
Ability to organise time, working to deadlines whilst maintain accuracy and quality of work	✓		A / I
Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A / I
Evidence of working in an environment where experiences included taking initiative and maintain self-motivation		✓	I
Ability to interpret discussion to produce clear, concise, accurate and diplomatic minutes appropriate for a range of audiences	✓		I
Demonstrable attention to detail and good listening skills	✓		I
Maintain strict confidentiality of information	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A / I
Strong interpersonal skills with the ability to motivate others to ensure deadlines are met	✓		A / I
Ability to foster good working relations with a range of colleagues at all levels	✓		A / I
Able to apply, interpret and communicate governance arrangements to ensure purposeful meetings with clarity on when matters need to be escalated to the Board of Trustees	✓		I
Able to support the flow of meetings with tact, diplomacy and sensitivity	✓		I
Take responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I

Child protection

A commitment to the responsibility of safeguarding and promoting the welfare of young people.

✓

I

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: www.westfield.chorustrust.org.

Chorus Education Trust

We believe that every young person has the capacity to achieve beyond their expectations. As a multi-academy trust, we are committed to providing every child in our care with the best education we can in primary and secondary schools across South Yorkshire and Derbyshire. We also train and develop teachers to make sure our children have access to the very best educational thinking and practice.



As a Trust, we believe that every young person has the capacity to achieve beyond their expectations. Our mission is to work together to empower everyone to thrive and succeed. Our vision is that the Chorus community is cared for and supported to be the best they can be.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



A **collaborative environment** encouraging knowledge sharing and support.



Career progression opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.