



Working at Lawrence Sheriff School



PERSONAL ASSISTANT TO THE HEADTEACHER

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Permanent – Full time

37 hours per week, Monday to Friday, 39 weeks per year (term time and training days)

Scale J, points 20 – 23: £31,416.55 - £33,826.16 per year (£36,363 - £39,152 FTE);
possible progression to Scale K, points 23 – 26: £33,826.16 - £36,088.90 per year
(£39,152 – £41,771 FTE), subject to performance

Required from Easter 2026

'This school is a truly special place. Pupils flourish here' Ofsted March 2022.

Is your perception that, as a boys' grammar school, we will be overly traditional and elitist? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is an outstanding boys' grammar school of approximately 1200 students, around 450 of whom are in our coeducational sixth form. As a National Teaching School, we have played a significant role in initial teacher training and continuous professional development across the region. Our Teaching School Hub status also enables us to offer all staff varied and interesting opportunities to enhance their practice.

We are looking to recruit a confident, positive and efficient PA to the Headteacher. This is a key post in the smooth running of our Happy and Successful school and you will support the Headteacher in pursuing the vision, ethos and culture of the school. You will work closely with the Headteacher and undertake a full range of administrative duties ensuring the efficient and effective running of the Headteacher's office and daily business. In addition, the postholder will manage their own workload as they will lead on a range of areas including admissions, school events and subject access requests.

You will be a highly effective administrator with proven inter-personal skills and have the ability to adapt to the fast-paced, ever-changing nature of the work. As a first point of contact for stakeholders contacting the Headteacher, you will provide a professional and friendly service to colleagues, trustees, parents/carers, and visitors.

Applicants must be able to deal sensitively with matters of confidence whilst following the School Child Protection policy, for which training will be given.

For further information please contact the Personnel department: Tel: 01788 843700, Email: recruitment@lawrencesheriffschool.com

Closing date for applications:

09.00 am on Monday 2 February 2026

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.
The successful applicant will be required to undertake an Enhanced DBS check.*



PERSONAL ASSISTANT TO THE HEADTEACHER

JOB DESCRIPTION

Line Manager: Headteacher

Salary: Scale J (possible progression to Scale K, subject to performance)

Scale J, points 20 – 23 (£36,363 - £39,152 FTE); Scale K, points 23 – 26 (£39,152 – £41,771 FTE)

Whilst candidates will normally start at the bottom of Scale J, this is negotiable depending on experience, and for an outstanding candidate appointment on Scale K would be considered.

Hours of work: 8.30am - 4.30pm, Monday to Friday; 37 hours per week, 39 weeks per year (term time plus training days)

Please note, whilst we can have limited flexibility over routine working hours, this is a full-time position due to the level of responsibility and the successful candidate would be expected to work flexibly to accommodate the workflow.

Additional 2 weeks per annum to be agreed in consultation with the Headteacher, including some time during the summer holiday period, for which an additional payment would be made.

Post Objectives

To act as the confidential personal assistant to the Headteacher. This is a key post ensuring support to the Headteacher in promoting the vision, ethos, and culture of the school. The image presented will need to reflect the values of the school as a very high achieving, yet people focussed organisation with an emphasis on doing things the right way. The successful applicant will be well organised, personable, motivated and willing to go the 'extra mile'.

This role will undertake a full range of administrative duties and will ensure the efficient and effective running of the Headteacher's office and daily business. This will include organising meetings, minute-taking, producing complex documentation in a timely manner and drafting correspondence in relation to standard requests. As a selective school, the role will also require the postholder to lead on admissions issues by working with the Local Authority, Trustees and parents/carers. The role also requires oversight of recruitment as directed by the Headteacher, working with other members of the Senior Leadership Team, and line managing the HR Department and Front Office.

You will have experience of working in a dynamic and challenging administrative environment, with the ability to handle sensitive and confidential information. You will be experienced in working with a wide range of stakeholders and be confident communicating with colleagues across all levels of the organisation with skill and diplomacy. You will be flexible and able to adapt to the changing needs of the academy.

This postholder will be based in The Sheriff Centre close to the Headteacher's Office.

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.



Safeguarding and Confidentiality

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

Key responsibilities

1. Responsibilities

Main Duties

The post holder will be responsible for providing administrative and secretarial support to the Headteacher, to lead on admissions issues, and to line manage the HR Department and Front Office.

The range of duties associated with the role are likely to vary on a day-to-day basis. However, the job is likely to need you to:

- Providing a full secretarial service to the Headteacher; managing their diary, travel arrangements and file management, acting as first point of contact, preparing correspondence, documents and proof-reading. Maintaining complex diary management for Headteacher and the Senior Leadership Team, arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed.
- Acting as a first point of contact within the school for staff, trustees, parents, and others seeking contact with the Headteacher and Senior Leadership Team; undertaking activities such as filtering telephone calls, receiving documents, correspondence and messages, and responsible for ensuring information is forwarded to the appropriate manager, academy or department in an efficient and timely manner.
- Making any telephone calls as requested by the Headteacher and Senior Leadership Team and following up any subsequent actions.
- Preparing and producing documentation for the Headteacher and wider Senior Leadership Team in a variety of formats including Word, Excel, PDF, PowerPoint, and other reports including confidential material.
- Preparing and collating documentation required by the Headteacher to attend meetings, secure and format reports, and reply to requests for information. Including assisting the Headteacher in drafting high level, strategic documentation, e.g., SEF, Academy Improvement Plan, Trustee Reports, etc. working to tight deadlines and ensuring that all documents are completed fully and accurately.
- Being proactive, discreet, and professional, demonstrating well-honed experience of supporting senior staff. You will field all enquiries with tact and sensitivity, maintaining strong relationships with internal and external stakeholders.
- Having excellent communication skills with an exceptional command of English, you will be adept at managing correspondence and have a good sense of when to consult or seek advice.



- Supporting the Headteacher, Senior Leadership Team and HR Department with the recruitment process.
- Organising your workload and prioritising using your own initiative and knowledge of the work with minimum supervision from the Headteacher and Senior Leadership Team.
- Developing an excellent understanding of the School Admissions Code and how this applies to selective schools.
- Leading on the admissions process which will involve speaking with parents/carers, responding to enquiries, arranging testing with the exams officer, briefing the Headteacher and trustees, and admitting students.
- Establishing a strong working relationship with the Admissions Team at Warwickshire County Council and liaising with them over admissions.
- Working with the Headteacher, Senior Leadership Team and Trustees on producing the Admissions policy and carrying out consultation with stakeholders.
- Leading in the organisation of large-scale school events such as the Year 5 Open Evening and Prize/Award Events.
- Co-ordinating the production of school and sixth form prospectuses.
- Co-ordinating parent forum events and parent feedback forms.
- Being responsible for the single central record.
- Handling complaints.
- Leading on subject access requests.
- Carrying out SIMS processes such as admitting students, organising registration groups, updating information, analysing data, and carrying out end of year processes.
- Maintaining a high degree of confidentiality about issues concerning members of staff and pupils. Respond positively with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken.
- Assisting with complex enquiries and dealing with difficult and sensitive issues and visitors to the school with tact and diplomacy.
- Supporting the Front Office with workload in busy times and providing cover in instances of absence.
- Working with the Senior Leadership Team in producing the school assembly rota.
- Having a working knowledge of all areas of school life and supporting staff across the school as and when necessary.

General

- Attend required meetings and training sessions
 - Support safeguarding and child protection measures and promote the welfare of students
 - Follow school policies, practices and procedures
 - Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
 - Undertake any other duties commensurate with the post, as directed by the Headteacher
2. Complete all tasks to the highest possible standard
 3. Be punctual and discreet
 4. Have the ability to work on own initiative
 5. Report any issues or incidents to your appropriate supervisor



6. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher
7. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges and is suitable for someone looking to develop their career within a busy school environment.



PERSONAL ASSISTANT TO THE HEADTEACHER

PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
Qualification	A good general education, including English and Mathematics	Higher level of education Other secretarial/office qualifications
Experience	Experience managing complex workloads in a busy environment Effective multi-tasking, meeting deadlines & priorities with attention to detail Dealing with face-to-face and telephone interactions Working with children or young people Working and collaborating within a team	Experience of working in a school/educational setting Experience of working as a PA to a senior Executive Dealing with difficult situations Organising large scale events Line management of staff or teams of staff
Skills and aptitudes	Excellent written and oral communication skills to work with all stakeholders Carrying out administrative and secretarial tasks Excellent oral and written communications skills Ability to respond quickly and effectively to issues that arise Ability to plan, organise and prioritise to meet deadlines Ability to produce meeting minutes and documents of a high quality Ability to use own initiative and take action accordingly Excellent attention to detail	Knowledge of SIMS information system Knowledge of School Admissions Code



Ability to use IT packages including word processing, spreadsheets and presentation software

Ability to use relevant office equipment effectively

Ability to build effective working relationships with colleagues

Understanding of data protection and confidentiality

Understanding of safeguarding

Personal qualities

Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils

Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school

Commitment to a team approach; exchanging ideas and providing support to colleagues where needed

Ability to work under pressure and prioritise effectively

Commitment to maintaining confidentiality at all times

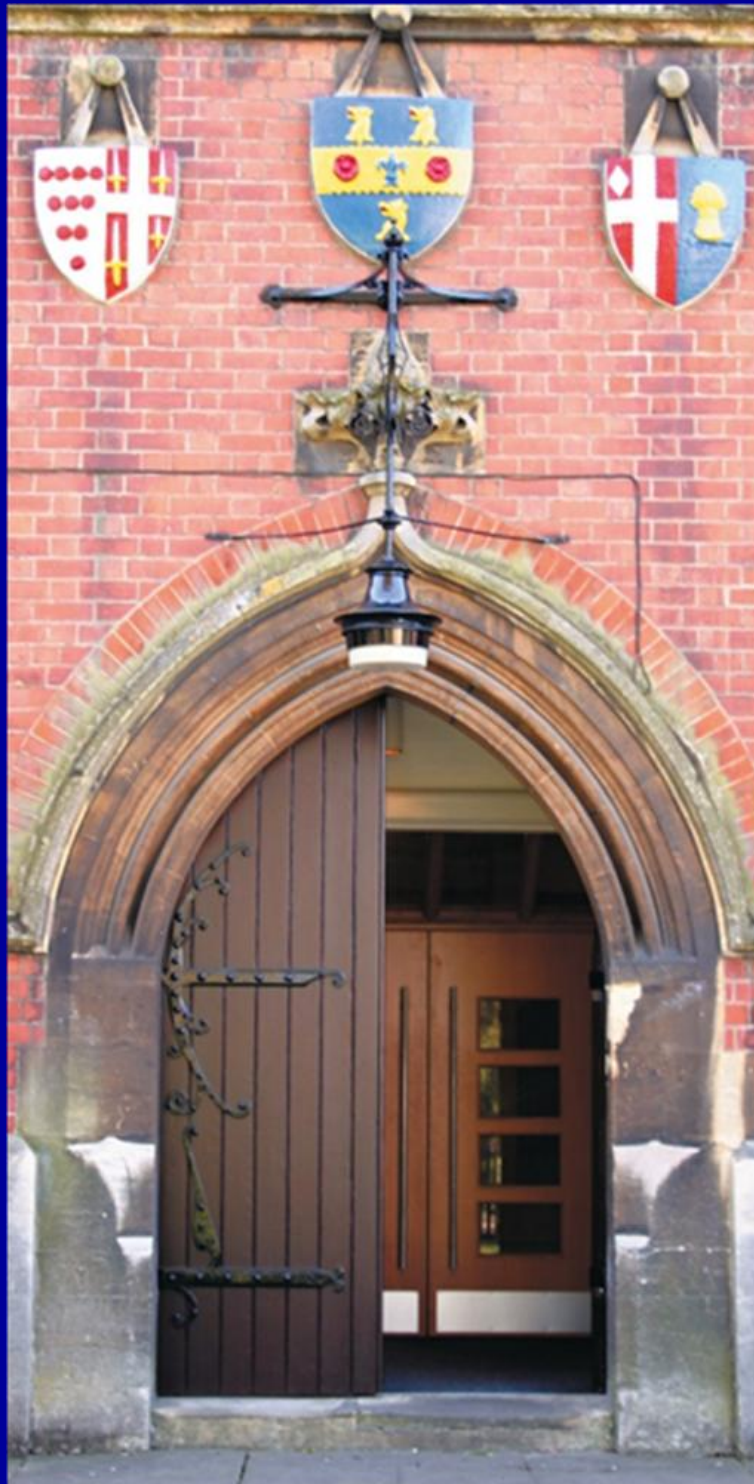
Commitment to safeguarding and equality

Embraces change well

Deals with difficult situations effectively

Patient, flexible and adaptable, meticulous and conscientious





**Lawrence Sheriff School opens doors
for both students and staff.**

Why not join us?



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