



LUX MUNDI

LIGHT OF THE WORLD - CATHOLIC ACADEMY TRUST



Headteachers Personal Assistant

Salary:

Scale PO2

£ 48,882 to £49,999 (Actual salary)

Starting salary dependent on experience

7.30am – 4pm Monday to Friday

40 hours per week

Term Time only plus one week

Required for:

1st January 2027

Application Closing Date: Monday 28th September 2026 at 12noon

Interview Date: TBC

Please note that Cardinal Pole reserves the right to interview and appoint prior to the closing date

You do not need to be a practising Catholic to apply.



CARDINAL POLE
CATHOLIC SCHOOL

Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of Headteachers Personal Assistant at Cardinal Pole Catholic School.

Our school is built on strong foundations of discipline and moral purpose. We offer a lively, dynamic and highly successful environment in which to achieve. We are also a faith community, providing an inclusive and enriching education which cares deeply about the wellbeing and development of our children and our community.

Cardinal Pole School is an inclusive school where all members of the school community are of equal worth and each have the opportunity to be the best that they can be. We are a community of **service** guiding young people on a path to **opportunity, aspiration and reward**, founded on Catholic values.

The school became part of the Lux Mundi Catholic Academy Trust in September 2024.

We offer state of the art buildings, facilities and dedicated professional staff – Cardinal Pole is an exciting and supportive environment in which to work and develop your career.

This is a fantastic opportunity for someone with strong administrative skills to join our team.

The purpose of this post is to provide comprehensive PA/secretarial and administrative support to the school's Executive Headteacher and Head of School.

You will be working for an organisation that is supportive of professional development of all staff.

Please note, you do not need to be a practising Catholic to apply.

Benefits

- Two-week October half term break.
- You will be joining an AWARD WINNING National School of the Year 2024 & TWICE TES Secondary School of the Year nominated school.
- Free staff access to a modern and high quality gym which was fully refurbished in September 2023.
- An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.
- Excellent CPD opportunities at all levels including part-funded MA study (T&Cs apply).
- Opportunities for progression.
- Sophisticated modern school building set in the heart of vibrant Hackney
- A proactive and thriving staff well-being group with regular staff socials, coffee mornings and opportunities for cross departmental interaction
- Free Breakfast Club every day for staff and students
- Free Bike servicing for staff
- Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)
- Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.
- Employee Assistance Programme
- Outstanding support from the HR Director.
- Staff room with outdoor roof terrace and free tea/coffee
- A staff wellbeing team that arranges termly celebrations that recognise the contributions staff make to our school



‘Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration**, and **reward**, founded on Catholic values.’

CARDINAL POLE CATHOLIC SCHOOL JOB DESCRIPTION

Post: Personal Assistant to the Headteacher

Grade: PO2

Working Hours: 40 hours Term Time plus one week

Job Summary: To provide comprehensive PA/secretarial and administrative support to the school's Executive Headteacher and Head of School.

Responsible to: Executive Headteacher/Head of School

Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Principle Responsibilities:

ADMINISTRATIVE SUPPORT

The following responsibilities are common to all Administrative support staff.

To undertake similar duties, commensurate with the level of the post, at the discretion of the senior members of staff.

This could include temporary re-deployment to meet the needs of the wider School.

These duties may include (not limited to):

- General clerical / administrative / filing support / reprographics
- Lunchtime and/or temporary cover
- Supporting preparations for major School events
- Communications with staff, students, parents and other external stakeholders
- Administration supporting the functions of admissions, attendance and/or behaviour, student welfare and data management.

SUPPORT TO SCHOOL

1. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
2. 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.
3. Be aware of, support and ensure equal opportunities for all.
4. Contribute to our Catholic ethos, our work and the overall aims of the school
5. Appreciate and support the role of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training and other learning activities and performance development as required.
8. Assist with pupil needs as appropriate during the school day.

PA/SECRETARIAL AND ADMINISTRATIVE

1. To provide a full PA/administrative support for the Executive Headteacher and Head of School, including minute taking, confidential typing and filing.
2. To manage the Executive Headteacher's and Head of School's diaries, organise and schedule meetings, book courses, arrange travel etc. To develop and distribute agendas, and prompt actions from school business meetings, at all times maintaining timely responses to tight deadlines.
3. To remain conversant with the Executive Headteacher's and Head of School's workload on an on going basis, whilst actively supporting them both in discharging day-to-day school matters and queries. This will involve undertaking roles and tasks (with minimal supervision) that require an in-depth understanding of methods, systems and processes over a range of procedures. You will be required to pre-empt problems as well as being a point of call for referred problems.
4. On a daily basis, to deal with the Executive Headteacher's and Head of School's post and generic emails, redirecting/distributing as appropriate.
5. To receive the Executive Headteacher's and Head of School's incoming telephone calls, responding to queries and providing general information about the school as appropriate. This aspect of the role requires an above average level of courtesy and effectiveness in dealing with other people. You will need to ask questions, seek clarification and exchange information using tact and diplomacy.

6. To receive and welcome visitors to the Executive Headteacher and Head of School in a professional manner, providing refreshments as required – this involves interacting with colleagues, other Headteachers, students, Governors, parents and members of the public.
7. Working independently but as directed by the Executive Headteacher and Head of School, to take responsibility for the preparation and compilation of formal correspondence, reports, emails, mail merges, spread sheets, databases and presentations (using the full suite of Microsoft Office or other such software packages).
8. To manage the schedule for/take responsibility for the production of the Executive Headteacher's Report to Governors (on a termly basis).
9. To assist with the management of the content of the school website.
10. To acknowledge the need for and practice confidentiality, in regard to handling sensitive information pertaining to students, staff or school matters/issues.
11. In liaison with the Clerk to the Governing Body, ensure that accurate and relevant information from the Governing Body Committee meetings is maintained in school. That all documentation for all Governing Body meetings is punctual and accurate prior to distribution. Maintaining and updating all Governing Body documentation and ensuring Governor terms of office are updated including running elections and arranging appointments of new Governors.
12. To assist the HR Officer as and when required.

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Executive Headteacher and Head of School in consultation with you. Overtime may also be required to meet the needs of the school. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governors

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Person Specification

	Essential	Desirable
Experience		
Experience of using Microsoft Office Suite	✓	
Experience of using Email/Internet	✓	
Experience of using Bromcom database		✓
Experience working in a school setting		✓
Experience of working with Governing Bodies		✓
Experience working with senior staff	✓	
Experience of working with the general public	✓	
Skills		
Personal		
Proven track record of PA skills including gatekeeping	✓	
Must be well organised and able to prioritise own workload as well as their Line Managers	✓	
Ability to work at pace and under pressure and ensure deadlines are met	✓	
Ability to work as part of a team		
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to multitask across different workloads	✓	
Ability to demonstrate competent standards of literacy and numeracy	✓	
Administrative		
Experience of using, maintaining and developing administrative systems	✓	
Ability to find solutions to problems		
Ability to maintain accurate records and filing systems	✓	
Ability to produce clear reports	✓	
Ability to maintain records relating to attendance and punctuality	✓	
Relations		
Have good interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relations with staff, pupils and Governors	✓	
IT Skills		
Fast and accurate keyboard skills	✓	
Good understanding of database – including ability to use database to produce reports and statistics	✓	
Ability to use Outlook email and calendars, Excel and Word to produce tables and PowerPoint Presentations	✓	