



Job Title	PA to the Deputy Heads
Date	May 2026
Department	Support Staff
Line Manager	Deputy Head Pastoral & Boarding

Purpose of the Role

This is a key post within the School which requires dedication, discretion and a highly efficient approach to work. The role requires a close working relationship with the two Deputy Heads, and is a vital part of the safeguarding, pastoral and academic team.

Departmental Information

The PA to the Deputy Heads is part of the wider administrative function that comprises a broad range of roles including role and department specific secretaries and administrators.

Whilst the role reports to and works directly for the two Deputy Heads, the post holder is expected to be a team player as part of the wider administrative function and may provide ad-hoc support to the wider leadership team from time to time.

Main Tasks and Responsibilities

Administrative Function

- Provide administrative support to the two Deputy Heads in accordance with good secretarial practice to ensure the effective operation of the Deputy Heads' personal offices and efficient discharge of functions to pupils, teachers and parents.
- Provide administrative support on an ad-hoc basis to other Senior Leadership team members such as the DSL and Director of Sixth Form.
- Be the first point of contact for all enquiries made to the Deputy Heads, screening telephone calls, emails, enquiries and requests.
- Co-ordinate the Deputy Heads' diaries, which change frequently to meet the ever-changing demands on time.
- Dealing with the Deputy Heads' correspondence, on a daily basis, writing letters and confidential material, maintaining complete confidentiality, integrity and discretion whilst responding to documentation on their behalf.
- Arrange, manage and provide secretarial support for meetings and events as required and being proactive in organising agendas, distributing information and making all arrangements. Taking minutes in meetings is essential either by using shorthand or by typing the minutes directly in the meeting.
- Be the point of contact and advisor for arrangements in respect of the school day and the school year.

- Lead on school wide pupil events such as vaccinations and school photographs.
- Assume the administrator rights and responsibilities for the schools safeguarding software - CPOMS.
- Manage the schedule of academic events and processes, such as quality assurance, academic reporting, parents' evenings and information events.
- Liaise with HR in respect of academic CPD requirements.
- Liaise with HR in respect of new staff inductions.
- Produce documents, briefing papers, reports and presentations using a range of IT software.
- Deal independently with enquiries from all stakeholders in the community, outside agencies etc. and effectively allocate communication appropriately within the School, prioritising where necessary and acting as 'gatekeeper' for the Deputy Heads.

Wider School Support

- Assist with or cover the main Senior School Reception, if required.
- Work with other administrative functions in a collaborative manner either to support during busy periods. or on cross departmental activities.

Person Specification

Educational Attainment and Qualifications

- A minimum of 6 GCSE Grade A to C or 4/5 equivalent passes, including maths and English.
- Administration/Business related vocational qualification.
- Further or higher education qualification (desirable).

Experience, Knowledge and Skills

Essential

- Ability to use initiative.
- Ability to demonstrate a calm approach and professional attitude under pressure.
- Able to demonstrate high levels of emotional intelligence.
- Able to be emotionally resilient.
- Excellent communication and interpersonal skills.
- Meticulous organisational skills, with ability to adapt to short notice change.
- High level of competency in ICT and a willingness to develop that competency as needed (Email, Word, Excel, PowerPoint, Outlook, Teams).
- Excellent written and oral skills with a high standard of written English.
- Excellent telephone manner, calm approach and professional attitude.
- Ability to build and form good relationships with stakeholders, colleagues and other professionals.
- Ability to work constructively both independently and as part of a team, understanding school roles and responsibilities.

- Ability to absorb and understand a wide range of information.
- Ability to manage and deal with confidential data / issues appropriately, especially in respect of safeguarding.
- Ability and commitment to provide a quality responsive service demonstrating professional and tactful approach to work and dealing with customers.
- Desire to enhance and develop skills and knowledge through CPD.
- Commitment to the highest standards of child protection and safeguarding.
- Recognition of the importance of personal responsibility for health and safety.
- Commitment to the School ethos, aims and its whole community.
- Flexibility and reliability.

Desirable

- Experience of working in a school or similar establishment in the role of a PA.
- Experience of working with iSAMS management information system, or other pupil managements systems.
- Experience of using and managing CPOMS, or other safeguarding platforms.
- Desirable Experience, Knowledge & Skills
- Experience of working in a school or similar establishment in the role of a PA.
- Experience of working with iSAMS management information system, or other pupil managements systems.
- Experience of using and managing CPOMS, or other safeguarding platforms.
- Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as school governance, Freedom of Information Act, SAR processes.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports

this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.