

PA TO THE DEPUTY HEADS

We are looking to appoint a PA to our two Deputy Heads (Curriculum and Pastoral & Boarding) from 2nd September 2026. This is a great opportunity to support someone with your existing skills as a PA or in a senior administration role.

Supporting the Deputy Heads means that you will be involved in both academic and pastoral matters on a day-to-day basis. You will be very hands on dealing with both staff and pupils. You will work closely with the Wellbeing Hub ensuring a seamless approach to pastoral matters as well as supporting academic initiatives and events that arise within the school year.

Ackworth School, a co-educational boarding and day school, was founded in 1779 by the Religious Society of Friends (Quakers). It maintains its ethos and traditions and is still governed by the Society. The school is academically non-selective and provides an excellent range of facilities and co-curricular opportunities, recently achieving fantastic feedback in the ISI inspection (January 2026). The Head is a member of both HMC and the Society of Heads.

As a non-selective school, we offer a broad education that supports all abilities. Our small class sizes mean that our teachers can dedicate more time to deliver a rich curriculum, allowing all pupils to make progress. Our pupils are one of Ackworth's USP's. Visitors to the school never fail to acknowledge how amazing they are and how positive the encounter is. This is something that makes a career at Ackworth such a rewarding one.

The successful candidate will:

- Provide first class administrative support to the Deputy Heads and wider academic team from time to time, ensuring strict confidentiality and remaining calm at all times.
- Be flexible to the requirements of the role and able to work under one's own initiative.
- Act as the first point of contact in such a way that inspires trust and confidence.
- Be able to absorb a wide range of information with an excellent attention to detail.
- Have excellent organisational skills, thinking ahead and working with other key staff within school.

In return we offer:

- Generous fee remission of 50% for the children of our staff.
- All food and refreshments during the working day.
- Free on-site parking.
- Flexible pension, health benefits and electric car scheme.
- A supportive and friendly environment based on the Quaker ethos of the School.
- A beautiful working location in an ideal location within easy travelling distance of the main centres of Sheffield, Leeds, Doncaster and York.

The role is term-time only plus 1 week (35 weeks in total).

Salary for the role will be £20,294.93 (£25,993.50 FTE) based on 37.5 hours per week.

Working hours for the role will be 8:00am – 16:00pm Monday to Friday.

Completed school application forms should be submitted with a cover letter of no more than one page and should be sent by email to jobs@ackworthschool.com

Closing Date: **Friday 19th June** at 9.00 a.m.

Interviews will be held Thursday 25th June. We reserve the right to commence interviews before the closing date.

Applicants should carefully read the Recruitment, Selection and Disclosure Policy. Our recruitment privacy notice is also available on our website within "Working For Us".

Ackworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Applicants should also be in sympathy with the School's Quaker ethos.