



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

HEADTEACHER'S PA
APPLICANT PACK

JULY 2025

INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of PA to the Headteacher at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

We have spent the last year creating a new team across our Associate Staff body. Our Associate Staff are integral to the daily operation of Hartford Church of England High School and as such are recognised for the substantial contribution that they make. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school.

We are now looking to appoint an experienced individual to provide comprehensive, professional and flexible personal assistance to me in my role as Headteacher. This is a high-profile post which involves a variety of activities relating to the day-to-day running of the school. Applicants will need to be highly efficient, able to take responsibility and enjoy exercising initiative. You will need to demonstrate the utmost integrity and have a positive, warm personality. We believe in setting the highest standards in all areas of school life and are looking for a dedicated and purposeful individual who wants to be part of and enhance our strong team.

Our school is blessed with exceptional facilities across a large and growing site and is a popular choice for parents and children. We have students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. Our school is at the centre of the community in Hartford and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

Aside from the curriculum, we focus on the importance of personal development, high expectations and care for one another across the school community. Our Family System, pastoral teams and inclusion provision support this philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas).

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!



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You are welcome to come and visit the school and see all our fantastic students and staff for yourself if you are considering applying for this role. Should you wish to do so please contact Sara Morris, Business Manager – Personnel, sara.morris@hartfordhigh.co.uk who will be more than happy to arrange this for you.

Should you choose to apply for the role of Head's PA, I look forward to receiving your application, meeting you and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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KEY INFORMATION

Job role: Headteacher's PA

Starting Date: 1st September 2025 or as soon as possible thereafter

Salary: Grade 6 SCP 11 £27,269 – SCP 17 £30,060 pro-rata (Actual Salary Payable £24,735 - £27,267 per annum)

Contract Details: 37 hours per week, 41 weeks per year (Term time + 5 INSET Days + 2 weeks worked during school holidays, to be agreed)

Closing Date: 9am Monday 21st July 2025

Interviews: W/C Monday 21st July 2025

How to Apply: Applications only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk.

Benefits:

- There are a range of benefits for staff who work in our school community. These include:
- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards provides discounts and offers on all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



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JOB DESCRIPTION

Personal Assistant to the Headteacher

Grade 6 SCP 11 – 17

The role of Personal Assistant to the Headteacher at Hartford Church of England High School is:

- To provide a full personal assistance/confidential secretarial service to the Headteacher through the management of electronic systems and use of a variety of computer software. They are a confidential aide to the Headteacher and are always expected to be discreet and supportive of the Headteacher and the school.
- To manage a public relations role on behalf of the Headteacher with all staff, no matter their role in school. To support the Headteacher in promoting the school and fostering good relationships with all members of the school community and beyond; parents, students, governors, local authority, diocese, wider community of Hartford and Cheshire West and Chester. To be directly responsible for the implementation of the school's branding, design work and logo.
- To support the Headteacher by creating a variety of documentation as required. This documentation may relate to all aspects of the school setting and include letters, brochures, presentations and any other resources requested by the Headteacher, e.g. creation of the school's newsletter, certificates, promotional materials and all suspension and permanent exclusion paperwork.
- To support the work of the Clerk to the Governors, ensuring that all necessary paperwork is provided for the governing body as requested and for any meetings convened in a timely manner. Whilst not being Clerk to the Governors, the Headteacher's PA will ensure that all policies and documentation due for approval and relevant documentation for review, is provided for governors on behalf of the Headteacher. They will be directly responsible for ensuring that policies are formatted in line with Hartford Church of England High School guidelines.
- To ensure that all filing for the Headteacher is completed, be this relating to physical filing or electronic filing systems using cloud-based software.
- To handle all day-to-day correspondence for the Headteacher including emails and any telephone calls.
- To manage the diary of the Headteacher, including arranging meetings as required.
- To undertake any other duties as directed by the Headteacher, in accordance with the role of PA to the Headteacher in school.
- Participate in all INSET sessions and any other relevant staff meetings. Undertake any other further professional development as required for the role.
- Participate in the performance management and appraisal process



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Additional Responsibilities

- Attend all meetings as requested by the Headteacher in relation to the role.
- Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

Responsible to: Headteacher



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PERSON SPECIFICATION

Headteacher's PA - Person Specification

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> 5 GCSEs at Grade 4 and above including English & Maths (or equivalent) 	<ul style="list-style-type: none"> 'A' Levels or higher Shorthand and typing qualifications Proof-reading qualifications 	<ul style="list-style-type: none"> Application Certificates References
Experience	<ul style="list-style-type: none"> Experience of working in an administrative or secretarial role 	<ul style="list-style-type: none"> Experience as a Personal Assistant to Headteacher or equivalent Experience of working in a school setting Experience of minuting meetings Experience of managing confidential information 	<ul style="list-style-type: none"> Application References Interview
Special Aptitudes	<ul style="list-style-type: none"> Experienced user of Microsoft Office ICT Applications including Word, Excel, Powerpoint. Ability to learn new systems. Meticulous attention to detail. Willingness to undertake appropriate training 	<ul style="list-style-type: none"> Experience of Using Office 365 and Outlook. Previous experience of using Arbor or similar MIS. Previous experience of using Microsoft Publisher 	<ul style="list-style-type: none"> Application References Interview
Interpersonal Skills	<ul style="list-style-type: none"> Negotiation Skills Commitment to school improvement. Team worker/independent worker Good under pressure with excellent attendance Flexible Full of initiative Excellent personal organisation Drive and enthusiasm Completer/finisher Sensitivity and diplomacy Good Communication Skills Resilient 		<ul style="list-style-type: none"> Application References Interview



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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and
physical wellbeing.

A

ACHIEVING

Working towards our goals,
both academic and extra-
curricular. Showing resilience
and not being afraid to fail.

R

READY

Being punctual, equipped
and ready to learn every
day. Wearing our uniform
with pride.

T

TOGETHER

Working together in all
things - building a school
family characterised by
tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they
may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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