



BALFOUR
JUNIOR SCHOOL

Personal Assistant & School Operations Co-ordinator

Candidate Application Pack

A **Beyond** ACADEMY
SCHOOLS TRUST

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Message from Zoe Mayston, Interim Executive Headteacher

Thank you for the interest you have shown in the role of **Personal Assistant & School Operations Co-ordinator** here at **Balfour Junior School**.

As Headteacher here at Balfour Junior School, I would like to extend to you the warmest of welcomes.

Balfour Juniors is a large, friendly, and vibrant school, where our core beliefs centre around personal and academic excellence and instilling a passion for learning. We have a strong vision for Balfour, which is built upon our core values and offers the best possible education to improve life chances.

We would like to hear from you if you share our beliefs and would like to join our happy and welcoming team

Further information about our school, our staff, and the many activities that our children enjoy through our curriculum can be found on our website <https://www.balfourjuniors.org.uk>

To find out more about our wonderful school and to arrange a visit please contact **Sheila Misy**, my PA on **01634 843833**.

I look forward to receiving your application.

Zoe Mayston



About Balfour Junior School

Balfour Junior School is a good and inclusive school that prides itself on valuing and developing each individual child so that they leave us as confident and well-rounded individuals, able to take an active part in the society around them.

We have developed an exciting and engaging topic-based curriculum, which is focused on the development of children's knowledge and skills across all primary subjects to ensure pupils are ready for the next stage of their learning and beyond. Our curriculum provides opportunities for all children to develop as independent, confident and successful learners with high aspirations. We encompass not only the formal requirements of the National Curriculum, but also go beyond the classroom to ensure knowledge is gained through enriching experiences that make learning memorable and enjoyable.

Our pupils enjoy school and show positive attitudes to learning and all aspects of school life. They share a sense of pride in being a Balfour pupil and agree that our school community is safe, respectful and fair.

Wellbeing is important to us and we strive to consider how practices and procedures can contribute to a good work-life balance. We have a commitment to professional development and seek to support all staff in being the best they can be.



We are driven by our core values and offer the best possible education to improve life chances. Everyone can develop a lifelong passion for learning in a safe and supportive community, whilst celebrating individuality and diversity.



Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin
Chief Executive Officer



About the Beyond Schools Trust

Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

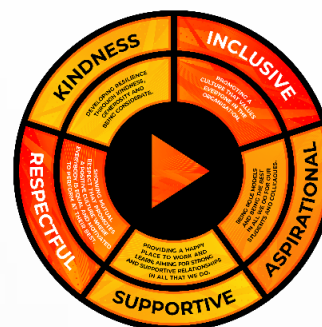
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.
We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



01634 888115



www.beyondschoools.co.uk



hello@beyondschoools.co.uk



Job Description

Reporting to: Headteacher
Salary: Trust salary scale 6-19
Location: Balfour Junior School, Balfour Road, Chatham, Kent, ME4 6QX

Job Purpose

To provide high-level administrative and organisational support to the Headteacher and Senior Leadership Team, ensuring the smooth operation of school leadership functions and contributing to the efficient running of the school office.

Duties & Responsibilities

Executive Support

- Act as a confidential and professional Personal Assistant to the Headteacher and Senior Leadership Team, managing correspondence, scheduling meetings, and handling sensitive information with discretion.
- Maintain the staff calendar, ensuring key dates, meetings, and deadlines are accurately recorded and communicated.

Personnel Administration

- Maintain up-to-date and accurate staff personnel files in accordance with data protection and safeguarding requirements.
- Record and monitor staff absence, ensuring appropriate documentation and follow-up.
- Coordinate staff training bookings and maintain training records.
- Support the recruitment process, including drafting adverts, arranging interviews, and preparing documentation.
- Ensure safer recruitment and all safeguarding processes have been followed, including the Right to Work.
- Administrative support relating to confidential staffing issues as required by Headteacher

Pupil Enrichment

- Organise and oversee the administration of pupil trips and educational visits, including booking venues and transport, liaising with staff, issuing letters and permission slips, and monitoring payments.
- Organise and oversee the administration of extra-curricular clubs

Staff Cover Management

- Manage planned and emergency staff cover by liaising with supply agencies and internal staff, ensuring timely communication and minimal disruption to learning.

Office and Reception Duties

- Respond to telephone enquiries and assist at the office reception hatch when other staff are unavailable.

Systems and Compliance

- Use school systems including Arbor, Studybugs, PSF (online ordering portal), and GIAS to support administrative functions.
- Liaise with the Designated Safeguarding Lead (DSL) to maintain the Single Central Record in line with statutory requirements.



General Administrative Support

- Attend PA network meetings and contribute to best practice sharing.
- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- Engage in our Professional Growth Model—a continuous development approach that replaces traditional appraisals with regular, structured feedback and support.
- Benefit from ongoing professional development, clear career progression pathways, and a culture that values collaboration and innovation.
- Be part of a high-performing, empowered workforce focused on improving outcomes for all pupils through shared learning and growth.
- Undertake any other reasonable administrative duties as required to support the smooth running of the school

Staff Development

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- Engage in our **Professional Growth Model**—a continuous development approach that replaces traditional appraisals with regular, structured feedback and support.
- Benefit from **ongoing professional development**, clear career progression pathways, and a culture that values collaboration and innovation.
- Be part of a **high-performing, empowered workforce** focused on improving outcomes for all pupils through shared learning and growth.

Other Specific Duties

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.



Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



Person Specification

Qualifications	Essential	Desirable
GCSE level or equivalent, including English and Maths (Grade C/4 or above)	X	
NVQ Level 3 in Business Administration or equivalent qualification/experience		X
First Aid qualification (or willingness to train)		X
Experience		
Proven experience in office administration, ideally in an education setting	X	
Strong organisational and time management	X	
Experience supporting senior leaders in a PA capacity		X
Experience handling confidential information appropriately	X	
Understanding of school procedures, safeguarding and Ofsted requirements.		X
Experience using school management systems (e.g., Arbor/PS Financials)		X
Experience in managing budgets and office procurement.		X
Skills & Abilities		
Strong IT skills including proficiency in Microsoft Office (Word, Excel, Outlook)	X	
Possess excellent communication skills, having the ability to relate to and empathise with a broad range of students of different ages, from different backgrounds	X	
Strong organisational and planning skills	X	
Ability to prioritise workload, multitask, and meet deadlines under pressure	X	
Ability to manage and motivate a team effectively	X	
High level of accuracy and attention to detail	X	
Resilient, positive, forward-looking and enthusiastic about making a difference	X	
Ability to deal professionally with parents, pupils, staff and external agencies	X	
Awareness of sensitive information and the need for confidentiality	X	
Knowledge		
Knowledge of guidance and requirements around safeguarding children (training will be provided)	X	
Knowledge of data protection and confidentiality requirements (e.g. GDPR)	X	
Understanding of school administrative functions and procedures		X

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check.



Summary of Terms & Conditions

Start date:	January 2026
Contract Type:	Part-time, permanent
Place of Work:	Balfour Junior School, Balfour Road, Chatham, Kent , ME4 6QX
Hours & days of work:	35 hours per week, Mon-Friday, term-time plus 1 week. Monday-Friday 08:00-16:00 - includes a 1 hour unpaid lunch break.
Salary:	Trust salary scale, point 6-19 - £25,989-£32,061 Full time salary Actual salary between £21,145-£26,085
Holiday:	Entitlement of 26 days annual leave rising to 30 days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract.
Induction Period:	This post has a 6-month induction period.
Pension:	Membership of the Local Government Pension for support staff
Notice period:	One month to be worked during term-time
Car insurance:	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



Benefits

Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

Benenden Healthcare:

Non-contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

Professional Growth:

“We don’t appraise. We grow” We believe professional growth is not a once a year event but an everyday commitment. That’s why we’ve replaced the traditional annual appraisal with our **Professional Growth Model**, designed to foster meaningful, continuous development for all staff.

The Professional Growth Model promotes:

- Continuous learning
- Regular feedback,
- Collaborative development

All through collaboration, constructive dialogue and structured meetings with line managers.

Key benefits for staff include:

- Ongoing support for personal and professional development
- Clear pathways for career progression
- Regular, constructive feedback to enhance performance
- Opportunities to contribute to team and Trust-wide improvement
- A culture that values collaboration, innovation, and growth

We believe this approach helps build a high-performing, empowered workforce focused on improving outcomes for all pupils.

Continuing Professional Development:

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

“It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment”

“The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed”.

“I have learned so much during these workshops and I am extremely grateful for them”



"Learning the skills to become an effective leader for when I become a middle leader"

"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".

Staff Wellbeing:

Whole Trust approach to well-being.

Pension Scheme:

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1st April 2025 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £17,800	5.5%
£17,801 to £28,000	5.8%
£28,001 to £45,600	6.5%
£45,601 to £57,700	6.8%
£57,701 to £81,000	8.5%
£81,001 to £114,800	9.9%
£114,801 to £135,300	10.5%
£135,301 to £203,000	11.4%
£203,001 and above	12.5%

Other Benefits:

Two-week, half-term break in October.

Employee Referral Scheme

Up to £500 payable for a new employee referral across the Trust

Family Friendly Policies:

The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

Cycle Scheme:

The Trust is a member of the Cycle to Work Scheme.

Car Parking

Free onsite parking (we are in a ULEZ free zone)

Catering:

On site catering at affordable prices

Employee Discounts include:

20% discount off membership for Avenue Tennis
[Medway Gym & Fitness Centre | Avenue Tennis](#)

Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.

Free annual subscription to Headspace

Free will writing service provided by Accord Legal Services

Blue Light Card discount scheme [Blue Light Card](#)



The Recruitment Process

Closing date: Friday 5th December 2025 at 9am

Interview date: Thursday 11th December 2025

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on the school's careers page [Our Vacancies | Balfour Junior School](#)

If you wish to discuss the role, please contact **Zoe Mayston** via email zmayston@balfourjuniors.org.uk

The application form: Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

Right to work in the UK: Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

Safeguarding: Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

CV: We do not wish to see your CV so please do not include it.



Supporting Statement:

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

Additional skills:

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

References:

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

Equal opportunities monitoring:

This will be kept separate from your application and used only for monitoring purposes by the HR department.

Special arrangements:

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.



Personal Assistant & School Operations Co-ordinator



Salary: Trust salary scale, point 6-19 - £25,989-£32,061 Full time salary
Actual salary between £21,145-£26,085

Start date: January 2026

Hours: 35 hours per week, term-time plus 1 week

Location: Balfour Junior School, Balfour Road, Chatham, Kent, ME4 6QX

Closing date: Friday 5th December 2025 at 9am

Interview date: Thursday 11th December 2025

At Balfour Junior School, we are driven by our core values and committed to offering the best possible education to improve life chances. We believe everyone can develop a lifelong passion for learning in a safe and supportive community, whilst celebrating individuality and diversity.

As a Personal Assistant to the Headteacher, you will play a pivotal role in supporting the leadership of our large, friendly, and forward-thinking school. This is an exciting opportunity for an organised, proactive, and professional individual who thrives in a dynamic environment.

What We're Looking For

- Exceptional organisational and administrative skills
- Ability to manage a busy schedule and prioritise effectively
- Strong communication skills and a professional approach
- Discretion and integrity when handling confidential information
- A positive attitude and commitment to our school values: resilience, kindness, integrity, respect, personal responsibility, and gratitude

What We Offer

- A welcoming and supportive team environment
- Opportunities for professional development
- The chance to make a real difference in the lives of our pupils and staff
- A role at the heart of a school that celebrates individuality and diversity
- Care First employee assistance programme
- non-contributory membership of Benenden private health care cover
- membership of the Local Government Pension Scheme
- two-week half term in October (Term-time/teachers only)
- cycle to work scheme

For further details on this role and to apply please complete an application form which can be found on the school's careers page [Our Vacancies | Balfour Junior School](#)

Visits to the school are strongly encouraged. For further information and to arrange a school visit, please contact **Zoe Mayston** on **01634 843833** or via email zmayston@balfourjuniors.org.uk

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications



Safeguarding commitment

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



Our Location

Balfour Junior School

Balfour Road
Chatham
Kent ME4 6QX

Tel: 01634 843833

Email: office@balfourjuniors.org.uk

www.balfourjuniorschool.org.uk

<https://w3w.co/gear.swaps.lease>

