



Abbey Court School

ABBHEY COURT SCHOOL

'We grow people'



PA TO THE HEADTEACHER



April 2026

Dear Applicant

PERSONAL ASSISTANT TO THE HEADTEACHER

Thank you for your interest in the role of Personal Assistant to the Headteacher, here at Abbey Court School.

This information booklet provides details about both the school and the position in question, including Job Description and Person Specification.

This advert closes on **Friday 24th April 2026**.

Please note that we will follow up on references in advance of interview.

Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. Any offer made will be subject to satisfactory references and medical clearance. In line with KCSIE 2025 guidance, as part of the shortlisting process, the school reserves the right to research shortlisted candidates on social media and the internet as part of our due diligence. The recruitment panel may take this information into consideration during the recruitment process. Any information will be treated as confidential and will only be used in relation for the post for which you have applied.

To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (<http://www.abbeycourt.medway.sch.uk/384/safeguarding>).

I look forward to receiving your completed application.

Yours sincerely



Ms Vicky Aspin
Headteacher



WORKING AT ABBEY COURT SCHOOL

Abbey Court has been rated 'outstanding' by Ofsted at the last four successive inspections.

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; Nursery, Primary and Secondary School in Cliffe Road, Strood, and Further Education Department in Rede Court Road, Strood. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people' applies not only to pupils, but to staff too.

Contract

This is a term time only + 15 days post, on a permanent contract. A flexible approach to each working day is expected by all postholders.

Salary

The successful candidate will be employed on the Medway Pay Scale C2.

Holidays

Please note that holiday leave must be taken during school breaks to ensure minimal disruption to school life.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided .

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements.



The Governing Body

The Headteacher has responsibility for running the school, supported by the Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school.

Appointment to post will be based on the following checks:-

- ⇒ Enhanced DBS certificate
- ⇒ Medical clearance
- ⇒ 2 x satisfactory references

Interviews will take place as soon as possible after the closing date, and the panel and details of interview format will be advised to invited candidates.





School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to “have a go”, “fail safely” and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and every member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community’s perceptions of the school and its pupils and what they are really like.

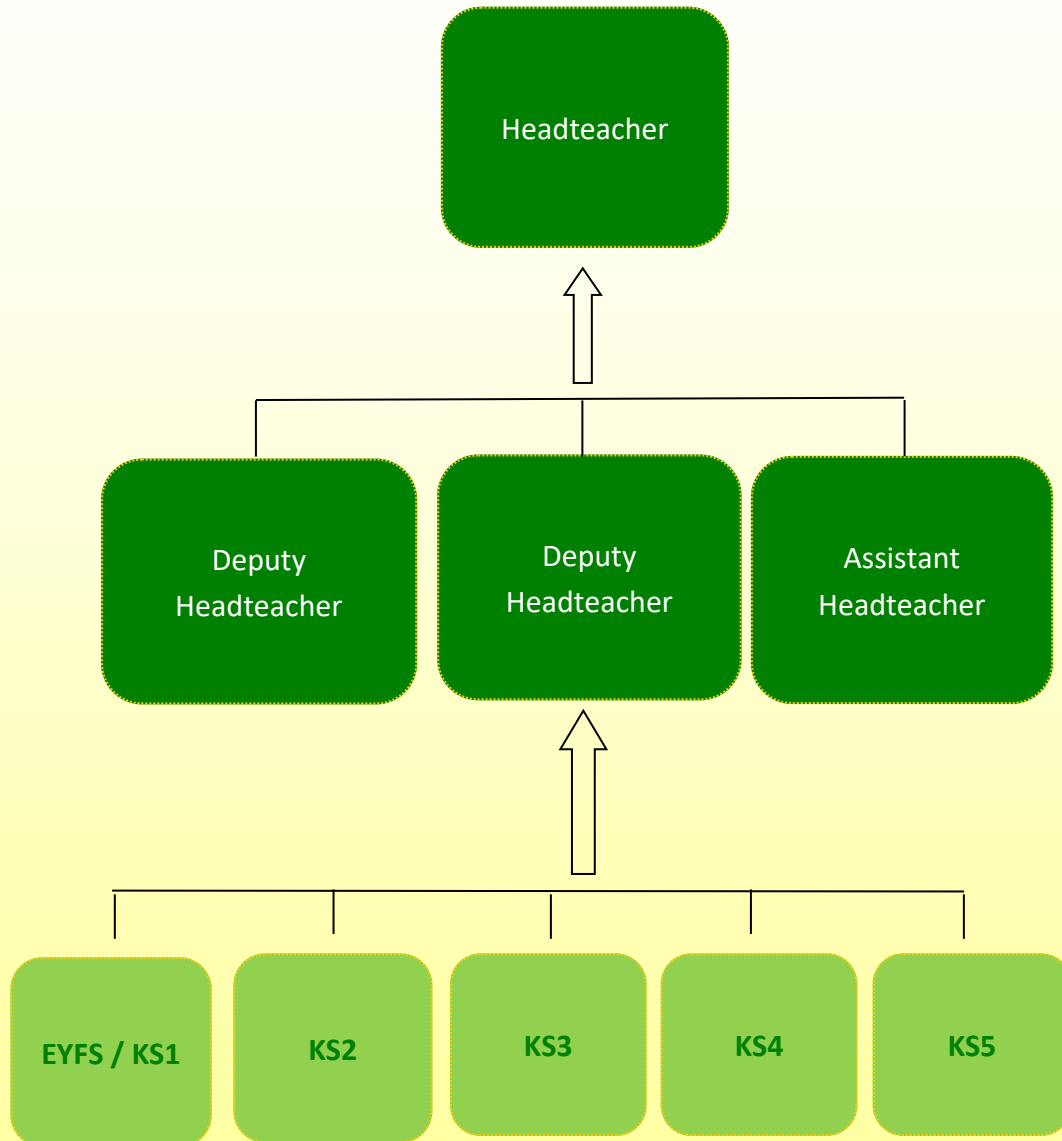
- To enable our pupils to develop into good citizens and to participate actively in their local communities finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



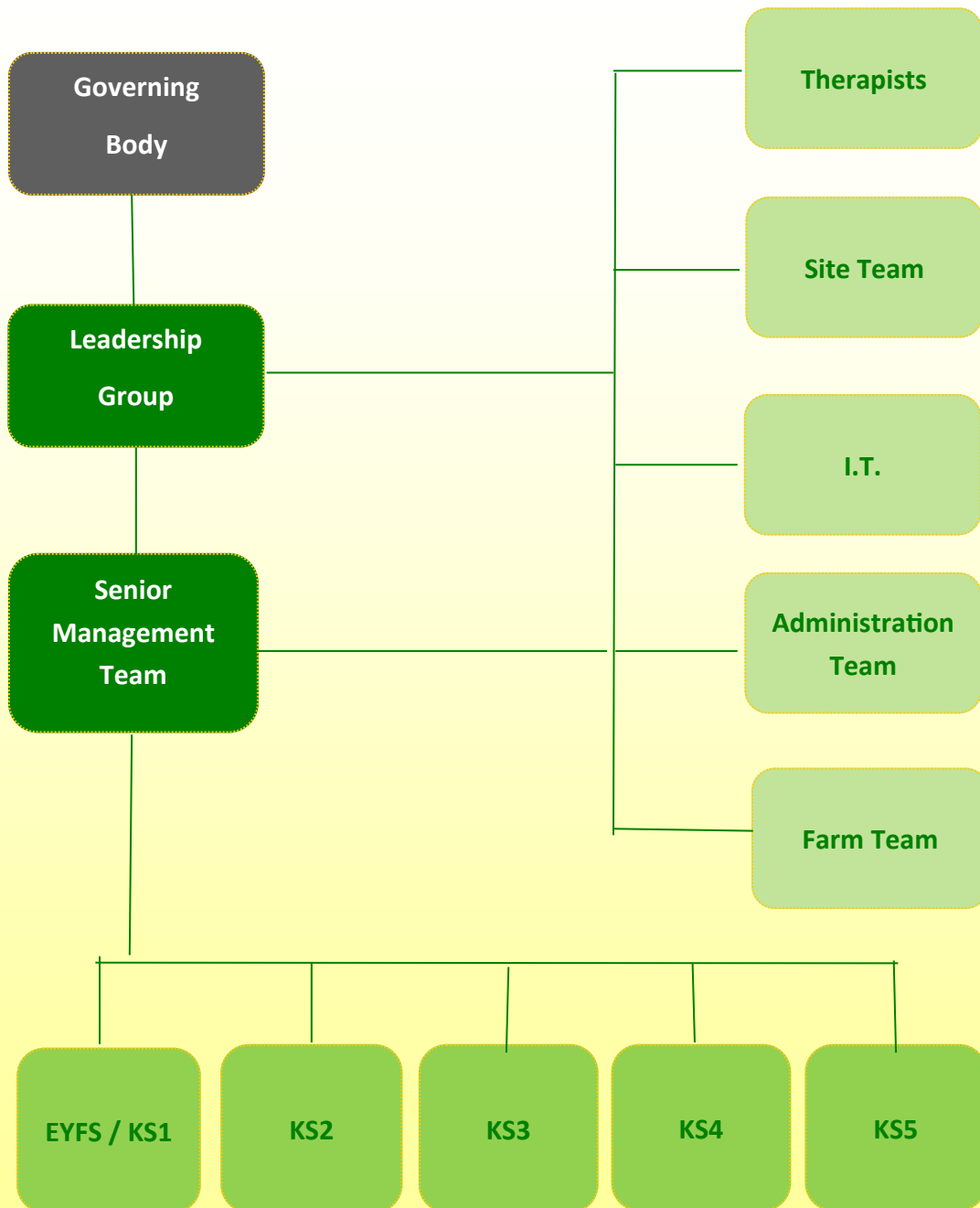
ADDITIONAL INFORMATION

1. Line Management Structure

Leadership & Senior Management Teams



Whole School



JOB DESCRIPTION

<u>HOURS:</u>	37 hours per week, 195 days per year, term time only + 15 days
<u>SALARY SCALE:</u>	Medway Pay Scale C2.
<u>LOCATION:</u>	To be based at one of the 2 school sites (All staff, however, are contracted to the school and although based on one site, may be required to work on either site, should the needs of the pupils/school require this.)
<u>REPORTS TO:</u>	Headteacher

GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF:

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high quality educational experience for all children.



PERSONAL ASSISTANT DUTIES

1. To act as Personal Assistant to the Headteacher (whilst remaining part of the school administration team), ensuring that the Headteacher is kept informed of all current issues within the school.
2. Responsible for assisting the Headteacher with all diary arrangements through the creation of an effective diary management system.
3. Acting as point of contact for arrangement of meetings between Headteacher, Local Authority and external agencies.
4. Supporting Headteacher with additional responsibilities within the Local Authority.
5. Arranging collation of all relevant documentation to support Headteacher meetings.
6. Ensuring arrangements are in place for all Headteacher offsite activity, i.e. specific requirements advised for courses, booking of accommodation, route planning etc.
7. To be able to access information for the Headteacher as necessary and obtain all information required in the support of her work.
8. To forward think and plan, in advance, in support of Headteacher's workload.
9. To manage the school shared e-mail account; filter messages, maintain consistent mailbox size.
10. To maintain accurate records in efficient files and on-line systems.
11. To support with the co-ordination of certain school events.
12. To support the weekly meetings of the leadership group.

ADMINISTRATION DUTIES AND RESPONSIBILITIES

1. To carry out basic clerical duties (e.g., distribution of post/filing/taking meeting minutes/ photocopying).
2. To ensure that the office is well presented and effectively organised at all times.
3. To undertake telephone/switchboard duties, receiving and passing on messages and making telephone calls as appropriate.
4. To carry out school reception duties, receiving and welcoming visitors to the school.

5. To undertake typing/word processing duties; including letters, meeting minutes, Annual Review documentation (in the absence of a Clerical Officer), curriculum documentation, appointments administration, etc.
6. To download and distribute e-mail and surface mail.
7. To undertake reprographic work as dictated by the needs of the school.
8. To maintain the school filing systems and to retrieve information as required.
9. To assist the Business Leader regarding pupil admissions, to prepare correspondence and assist in completing official returns on admissions, numbers on roll etc.
10. To be responsible for the registrations of all pupils and prepare dinner numbers daily (in the absence of a Clerical Officer).
11. To maintain the school database.
12. To assist in monitoring of pupil attendance and report absences as necessary to Senior Staff, in accordance with the school Absence Management Policy.
13. To keep pupils' files well organised.
14. To assist in the completion of monitoring forms as requested by the LA and DfE.
15. To participate in training courses as appropriate to the post.
16. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
17. To ensure that hand-over procedures to other office staff are carried out efficiently.
18. To carry out adhoc instruction as directed by the Business Leader, providing support when requested.



This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.

PERSON SPECIFICATION

Applications will be short-listed on the basis of the following criteria. In your application please show with relevant examples, how you meet the requirements detailed.

EDUCATION, QUALIFICATIONS & TRAINING

Good general level of education. GCSEs or equivalent in Maths and English desirable

Excellent keyboard skills (e.g. RSA II and III or equivalent), able to take shorthand and audio type

EXPERIENCE

Previous experience of office work is essential

KNOWLEDGE

Ability to contribute ideas to office development and improvement

APTITUDE

Ability to prioritise and manage workload

Ability to remain calm under pressure

An effective communicator (good telephone skills)

SKILLS

Ability to run a busy office. Is able to set deadlines

Excellent organisation skills

PERSONAL CIRCUMSTANCES

Enthusiasm, self-motivated and flexible

Has a professional approach and high professional standards

Well presented with a welcoming, friendly manner

EQUAL OPPORTUNITIES

A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job



Abbey Court School

**Nursery, Primary and Secondary School
Cliffe Road
Strood
Kent
ME2 3DL**

**Secondary School & Further Education
Rede Court Road
Strood
Kent
ME2 3SP**

Tel: 01634 338220

Website: www.abbeycourt.medway.sch.uk

E-mail: office@abbeycourt.medway.sch.uk



“I am incredibly overwhelmed with the amount of training offered at Abbey Court School.”

“Team work, training and quality of resources are strengths.”

“The moment I stepped inside the school, the atmosphere was positive.”

Staff Survey

