



# BIRKDALE HIGH SCHOOL

## RECRUITMENT PACK

**OFFICE MANAGER/HEADTEACHER'S PA**



NIHIL NISI BONUM



# ABOUT US

Birkdale High School is a high-performing, oversubscribed 11–16 boys' school with an excellent reputation, exceptional pastoral care, and academic outcomes consistently above national averages. We are also proud to be part of the Southport Learning Trust.

The Headteacher and Governors are seeking to appoint an accomplished, forward-thinking professional to lead our Administration Team from July 2026. This is a key leadership role suited to an experienced individual who brings strong organisational capability, sound judgement, and a proactive approach to school operations.

We are looking for someone who thrives in a fast-paced, varied environment and who can confidently manage complex demands with professionalism and discretion. The successful candidate will demonstrate excellent written and verbal communication skills, proven experience in office administration and staff management, and the ability to handle sensitive information with absolute confidentiality. Strong IT proficiency, including Microsoft Office and ideally Arbor, is highly desirable.

As PA to the Headteacher, you will play a central role in supporting the strategic and operational leadership of the school. You will manage the Headteacher's diary, correspondence, and key communications, acting as a trusted first point of contact. As Office Manager, you will oversee the day-to-day running of the school office, lead a dedicated administrative team, and ensure that systems and processes operate efficiently and effectively.

We recognise that finding the right school is essential. Prospective candidates are strongly encouraged to visit us prior to the closing date. This will provide an opportunity to meet the Headteacher, tour the school, and experience our vibrant learning environment – as well as meet some of our fantastic students. To arrange a visit, please contact Karen Anslow, PA to the Headteacher, at [kanslow@birkdalehigh.co.uk](mailto:kanslow@birkdalehigh.co.uk)

Gareth Banks  
Headteacher





# APPLICATIONS

**CONTRACT:** FULL TIME - PERMANENT

**CLOSING DATE:** Tuesday 26 May 2026 at midday

**INTERVIEW DATE:** Tuesday 2 June 2026

**SALARY:** BAND G - SCP 20-25 (£32,597 - 36,363 per annum)

**START DATE:** Monday 6 July 2026 (or sooner)

Prospective candidates are encouraged to submit their applications at the earliest opportunity. All applications must be completed online via the designated application portal. Please note that paper applications will not be accepted .

Applicants should select the “Apply Now” option and ensure that the application form is completed in full. It is essential that all details are accurate and that all required declarations are appropriately signed.

Candidates are required to complete a supporting statement within the application form. This statement should clearly and concisely outline your relevant experience, the contributions you can make to the role, and any particular strengths or areas of expertise you wish to highlight. The supporting statement must be tailored to the specific post and should be a minimum of 1,000 words.

Please ensure that your employment history is fully accounted for, with no unexplained gaps in your career timeline.

You must provide the details of two professional referees. One referee must be your current or most recent employer, where applicable. If you are currently employed within a school setting, one of your referees must be your Headteacher.

Appointments are subject to the successful candidate obtaining a satisfactory Enhanced Disclosure (via the Disclosure Barring Service).

# PERSON SPECIFICATION

## OFFICE MANAGER/HEADTEACHER'S PA

*E = Essential; D = Desirable*

*I - Interview, AF - Application Form*

Specification		Evidence
<b>Ethos</b>	<ul style="list-style-type: none"> <li>Support for the aims and objectives of Birkdale High School</li> <li>A commitment to support the school's safeguarding agenda</li> <li>A commitment to work and liaise with members of the school community</li> </ul>	All Essential - AF & I
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>A good level of education including English and Maths GCSE [A* to C/4 - 9]</li> <li>NVQ Level 3 in Administration or equivalent qualification or experience</li> </ul>	E - AF E - AF
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of management of clerical/administrative/financial work</li> <li>Successful line management experience of a team, including performance management</li> <li>Knowledge of relevant policies/codes of practice and an awareness of relevant legislation</li> <li>Basic awareness of inclusion, especially within a school setting</li> </ul>	D- AF & I  D - AF & I  D - AF & I E - AF & I
<b>Skills/ Knowledge/ Aptitude</b>	<ul style="list-style-type: none"> <li>Excellent communication and organisational skills</li> <li>Ability to work hard under pressure while maintaining a positive, professional attitude</li> <li>Ability to organise and prioritise workload and work on own initiative</li> <li>Excellent personal, oral and written presentation skills</li> <li>Diary and Events Management</li> <li>Successful administrative or clerical experience, ideally in an educational environment</li> <li>Successful experience of working with general public, young people and colleagues</li> <li>The ability to work to agreed quality levels and service standards</li> <li>Ability to take minutes of meetings</li> </ul>	E - AF & I  E - AF & I E - AF & I D - AF & I E - AF & I  E - AF & I E - AF & I E - AF & I E - AF & I
<b>Team Working</b>	<ul style="list-style-type: none"> <li>Willingness to make a positive contribution to the wider life and ethos of the School</li> <li>Ability to develop effective professional relationships with colleagues, students and parents</li> <li>Demonstrate a non-judgemental approach to values, views and needs of others</li> <li>Ability to organise a lead a team, including delegation and prioritisation of key tasks</li> <li>Keen awareness of promoting motivation and wellbeing. To have an awareness of stress management and work life balance</li> </ul>	E - AF & I  E - AF & I E - AF & I E - AF & I E - AF & I
<b>Organisational Awareness</b>	<ul style="list-style-type: none"> <li>Keep up-to-date on changes/new developments in own and other areas of the schools activities and their impact on the schools performance</li> </ul>	E- AF & I
<b>Adaptability</b>	<ul style="list-style-type: none"> <li>Support the change process, remaining positive during times of change</li> <li>Willingly co-operate with others and highlight potential problems in a positive and supportive way</li> </ul>	E - AF & I  E - AF & I
<b>Use of Technology</b>	<ul style="list-style-type: none"> <li>A strong working knowledge of Microsoft 365 software, including Excel and Word</li> <li>Experience of MIS – Arbor/SIMS</li> <li>Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change</li> </ul>	E - AF & I D - AF & I  E - AF &

# PERSON SPECIFICATION

OFFICE MANAGER/HEADTEACHER'S PA

*E = Essential; D = Desirable*

*I - Interview, AF - Application Form*

Specification		Evidence
<b>Professional Values and Practice</b>	<ul style="list-style-type: none"><li>• Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration</li><li>• Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice</li><li>• Ability to improve own practice through observations, evaluation and discussion with colleagues</li><li>• Possess integrity, optimism, resilience, calmness and a sense of proportion</li><li>• The ability to display a calm, tactful and responsible attitude</li><li>• Flexible approach and the ability to adapt to change within the working environment</li></ul>	E - AF & I  E - AF & I  E - AF & I E - AF & I E - AF & I  E - AF & I
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• Requirement to complete Support Staff Induction Programme</li><li>• Undertake training, as appropriate</li></ul>	E - I E - I

# JOB DESCRIPTION

## *Office Manager/Headteacher's PA*

<b>Main Purpose</b>	<ul style="list-style-type: none"><li>• To be responsible for the effective working of all members of the office, ensuring temporary cover of duties when appropriate</li><li>• To support the Headteacher in all aspects of administration and communication, ensuring confidentiality at all times</li><li>• To monitor the performance of all administrative staff (excluding data team), facilitate appropriate Professional Growth (conversations) processes, and provide relevant support and CPD opportunities</li><li>• To manage the midday supervision team, including Professional Growth (conversations)</li><li>• To be responsible for the maintenance of the Single Central record</li><li>• To manage all administrative aspects of recruitment, personnel records and checks</li><li>• To ensure that staff contracts are correct and up to date</li><li>• *To act as clerk to the governors (including all related duties, such as updating Governor Hub)</li><li>• To keep accurate records of briefings held by the senior leadership team</li><li>• To assist in the effective management of SLT bulletins, calendars and required cover</li><li>• To be responsible for the accurate and timely completion of each pupil related census</li><li>• To be responsible for the accurate and timely completion of each staff related census</li><li>• To ensure that all internal policies are up to date and reviewed as appropriate</li><li>• To complete all administration related to in-year admissions</li><li>• To act as the school GDPR Data Lead</li><li>• To be responsible for all administrative functions in Arbor MIS (excludes data &amp; assessment)</li><li>• To liaise with the school's catering contractors, managing in-house issues and referring to the MAT central team as appropriate</li><li>• To support with the completion of all supervision, administration and main duties indicated below (including holiday cover)</li><li>• To be responsible for the completion of the monthly payroll for both support and teaching staff, including collation and submission of claim forms, completion and submission of new starters, changes, leaver forms.</li><li>• To be responsible for updating and maintaining Every HR, the Trust's HR data management system</li></ul>
<b>Summary of Office Supervision</b>	<ul style="list-style-type: none"><li>• To supervise and ensure the effective working of all members of the office, coordinating any need for temporary cover of duties</li><li>• To support the school in the development of Arbor and other administrative systems as appropriate</li><li>• To complete statutory processes and communication in relation to suspensions and exclusions, including arranging back to school meetings with appropriate staff</li><li>• To keep the Free School Meals records up to date</li><li>• To oversee the timely and accurate completion and update of pupil records (personal details)</li><li>• To complete all administration in relation to Education Visits and liaise with the EVC</li><li>• To maintain records relating to staff absence and monitoring procedures</li><li>• To maintain the Continuous Professional Development log for teaching and associate staff</li><li>• To provide in-house finance support and liaise with the MAT finance team</li><li>• To complete administration related to staffing cover and raise requisitions accordingly</li><li>• To monitor and ensure the efficient replenishment of the reprographics and central stationery stock for the school</li><li>• To assist in the procurement of educational purchases and ensure value for money</li><li>• To organise Parents Evenings and subsequently support heads of year as appropriate</li><li>• To support with the completion of administration and main office duties</li></ul>

# JOB DESCRIPTION

## Office Manager/Headteacher's PA

<b>Summary of Office Administration</b>	<ul style="list-style-type: none"><li>• To provide administrative support for identified members of the SLT</li><li>• To provide administrative support as required for identified areas of school including curriculum, pastoral, house system and specific subject areas</li><li>• To complete administration relating to in-year admissions including pupil photographs</li><li>• To coordinate the academy approach to marketing, publicity and the use of social media to advertise events and showcase the academy</li><li>• To regularly update internal notices/TV displays relating to in-house events</li><li>• Complete all administration relating to Y6 admissions and updating Arbor, including monitoring receipt of CTFs</li><li>• To assist in administration relating to Health &amp; Safety as required (eg. Covid 19)</li><li>• Provide support in all aspects of administration relating to KS2/3 transition</li><li>• Facilitate pupil attendance monitoring (including First Day Response, Truancy Call, generating reports, administration related to Fixed Penalty Notices and monitoring procedures)</li><li>• To undertake associated first aid duties in-line with school policy and procedure</li><li>• Carry out tasks related to reprographics, such as photocopying, collation of materials etc.</li><li>• To support with the completion of main office duties</li></ul>
<b>Summary of Office Main Duties</b>	<ul style="list-style-type: none"><li>• To provide confidential, effective, efficient and flexible administrative support to the school as part of the wider office team</li><li>• To answer standard enquiries by telephone or in person from parents/pupils/community users/other employees, giving and resolving non complex queries within areas of responsibility</li><li>• To file documents, after familiarisation with the filing system.</li><li>• To open, sort and distribute incoming post and ensure despatch of outgoing post</li><li>• To produce a range of documents from a variety of sources, using various software packages (eg Excel, Canva and Word)</li><li>• To operate office equipment, eg telephone system, photocopier etc</li><li>• To input information into database (eg Arbor) and/or spreadsheets, and to extract information as directed</li><li>• To offer support in providing and organising refreshments for meetings</li><li>• To undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description following consultation with the recognised trade unions</li></ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"><li>• To support and promote the school's aims and objectives.</li><li>• To ensure a duty of care at all times to safeguard and promote the welfare of all students</li><li>• To work within the school's Health and Safety policy to ensure a safe working environment for all students, staff and visitors</li><li>• To work within the school's Equal Opportunities policies to promote equality of opportunities for all students and staff</li><li>• To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors</li><li>• To actively support and promote positive professional and curriculum links across the school</li><li>• To actively engage with the performance management process and continue with personal and professional development</li><li>• To adhere to school policies and procedures as set out in the staff handbook and other documentation available</li><li>• To adhere to and support as appropriate school and departmental procedures regarding assessment including preparation and entry for public examinations as specified by the boards</li></ul> <p>*The role of clerk to governors is an additional responsibility to the normal office manager role. Governors' meetings take place outside of normal working hours.</p> <p>This job description is a representative document. Other reasonably similar duties may be allocated from time to time as required to facilitate the efficient operation of the admin team and the school.</p>



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IMPACT THE WORLD**