



The Maelor School, Penley
Ysgol Maelor, Penli

Headteacher's Personal Assistant

Term time plus training days / 37 hours per week

G06 (point 12-15 £28,598 - £30,024 FTE equivalent)

Required from July 2026



The Maelor School
Penley
Wrexham
LL13 0LU



maelorschool.org.uk



@ The Maelor
School, Penley



@ The Maelor
School, Penley



Welcome to The Maelor School

Dear applicant,

Thank you for your interest in the post of Headteacher's Personal Assistant.

We are looking to appoint a highly organised and dedicated professional who places the smooth running of the school and the well-being of pupils and staff at the heart of everything they do. The successful applicant will be an exceptional Personal Assistant, providing high-quality, confidential administrative and organisational support to the Headteacher, and helping to ensure the effective day-to-day leadership and management of the school through a proactive, efficient and professional approach. We would consider a 0.8 contract for the right candidate.

As Headteacher, I am proud to lead a school that is deeply committed to academic achievement, personal growth, and community engagement. At The Maelor School, we believe every pupil has unique potential and encourage our pupils to 'Be the Best Version of Themselves' in a safe and inclusive environment where all pupils can flourish.

We hold our pupils to very high standards: expecting them to work hard, behave respectfully, and present themselves smartly. Although we are proud of our long-standing reputation for academic excellence, we believe that education is about more than just results. Our mission is to help our pupils to discover and nurture their unique talents while developing the skills necessary for success in adult life. We encourage and support our pupils to be the best versions of themselves and make choices in line with our core values: Respect, Resilience and Relationships.

For this post, we welcome applicants who:

- are highly organised and take pride in delivering efficient, high-quality administrative support;
- are experienced, proactive professionals who thrive in a busy and dynamic school environment;
- are able to build positive working relationships with staff, pupils, parents and external stakeholders;
- and have excellent communication and interpersonal skills, with the ability to handle sensitive matters with discretion and professionalism.

I hope that this application pack will assist you in the decision to apply for the post. If you wish to apply, please send your application (by email to Ella Ward, School Business Manager, at ella.ward@maelorschool.org.uk) by Friday 22nd May at 9am. Please include a letter of application along with a fully completed application form.

If you would like to make an appointment for an informal discussion about the post or if you would like to visit the school, please contact the School Business Manager, Ella Ward (Tel: 01978 830291 or via the email address above).

Everyone connected to The Maelor School takes great pride in our community, and we hope you will become part of our ongoing success story.

I look forward to meeting with you.

Yours sincerely,

Mrs Leanne Eyre - Headteacher/Pennaeth



A Place to Live and Work

A Place to Live and Work

The County Borough of Wrexham, located in Northeast Wales, is proud of and celebrates its Welsh heritage and cultural identity. The Maelor is in a rural area on the outskirts of the City of Wrexham - which nestles in the Dee Valley between the Welsh mountains and the Cheshire plains. It is a location that really can offer you the best of both worlds.

The Old and the New

Wrexham has been a market centre since the medieval period, long before it rose to prominence in the late 18th century as a hotbed of the Industrial Revolution. Wrexham has managed to retain the atmosphere of a historic city whilst benefitting from modern pedestrianised shopping and an award-winning arts, culture, and markets hub Tŷ Pawb, which opened in 2018. This supplements our heritage offer, which includes the County Borough museum. We are proud of our UNESCO World Heritage Site - the Pontcysyllte Aqueduct and Canal - which draws in thousands of global visitors each year, in addition to two National Trust properties and three of the seven wonders of Wales.

Wrexham has a reputation for putting on large scale events, from Rugby League World Cup matches to open air pop concerts at the historic Racecourse Ground, STÖK Cae Ras. Wrexham also has a large University and excellent sporting facilities - it is a place that is looking to the future.

A City Nestled in the Countryside

Wrexham can provide the perfect base for whatever kind of lifestyle you want to enjoy.

On the one hand, there's plenty of surrounding countryside to explore. The County Borough boasts a National Nature Reserve, an Area of Outstanding Natural Beauty, and eleven country parks. The landscape of Northeast Wales is very attractive, and you are rarely more than twenty minutes away from the peace and tranquillity of the Welsh hills.

On the other hand, it is under an hour away from two leading European cities - Manchester and Liverpool - with their international blends of culture, nightlife, shopping, and facilities. Wrexham is a bustling commercial centre in its own right, with one of the largest Industrial Estates in Europe (housing the likes of JCB, Kellogg's, Hoya and HMP Berwyn Prison).



Our School



The Maelor School is a consistently high-performing comprehensive school, welcoming pupils aged 11 to 18. While many of our pupils come from the nearby villages around Penley, others choose to travel from across Wrexham, Shropshire, and Cheshire to experience our warm, close-knit community in a picturesque rural setting.

Our school was established in the small village of Penley in 1957, in extensive grounds in a beautiful rural situation. There are five forms of entry (approximately 130 pupils annually) giving a total of around 810, including the Sixth Form of around 160 students.

We hold our pupils to very high standards: expecting them to work hard, behave respectfully, and present themselves smartly. Although we are proud of our long-standing reputation for academic excellence, we believe that education is about more than just results. Our mission is to help our pupils to discover and nurture their unique talents while developing the skills necessary for success in adult life. We encourage and support our pupils to be the best versions of themselves and make choices in line with our core values: Respect, Resilience and Relationships.

Everyone connected to The Maelor School takes great pride in our community. You will find happy staff, a great sense of teamwork and a commitment to developing colleagues at all levels.



The Maelor School, Penley Ysgol Maelor, Penley

Respect ● Relationships ● Resilience Parch ● Perthnasau ● Gwydn





The Maelor School Ysgol Maelor

Penley, Wrexham, LL13 0LU Tel: 01948 830291

www.maelorschool.org.uk

contact@maelorschool.org.uk

[@maelorpenley](https://twitter.com/maelorpenley)

Headteacher's Personal Assistant

Required from July 2026 (Term time plus training days / 37 hours per week)

G06 (point 12-15 £28,598 - £30,024 FTE equivalent)

We are looking to appoint a highly organised and dedicated professional who places the smooth running of the school and the well-being of pupils and staff at the heart of everything they do. The successful applicant will be an exceptional Personal Assistant, providing high-quality, confidential administrative and organisational support to the Headteacher, and helping to ensure the effective day-to-day leadership and management of the school through a proactive, efficient and professional approach. We would consider a 0.8 contract for the right candidate.

For this post, we welcome applicants who:

- are highly organised and take pride in delivering efficient, high-quality administrative support;
- are experienced, proactive professionals who thrive in a busy and dynamic school environment;
- are able to build positive working relationships with staff, pupils, parents and external stakeholders;
- and have excellent communication and interpersonal skills, with the ability to handle sensitive matters with discretion and professionalism.

The Maelor School is a consistently high-performing comprehensive school, welcoming pupils aged 11 to 18. The school has an excellent reputation in the local area and is consistently oversubscribed. While many of our pupils come from the nearby villages around Penley, others choose to travel from across Wrexham, Shropshire, and Cheshire to experience our warm, close-knit community in a picturesque rural setting.

Everyone connected to The Maelor School takes great pride in our community. You will find happy staff, a great sense of teamwork and a commitment to developing colleagues at all levels.

Application packs are available on ETeach, Indeed and on the school website (<https://www.maelorschool.org.uk/join-us/vacancies/>) and should be returned to ella.ward@maelorschool.org.uk by Friday 22nd May 2026 at 9am.

The referees provided in your application must include your employer from when you last worked with children; if this was in a school, we would expect it to be from the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant will be required to undertake an enhanced DBS check before taking up the appointment.

The Maelor School welcomes applications from suitably qualified candidates regardless of race, gender, disability, sexuality, religious belief or age.

Closing date: Friday 22nd May 2026 at 9am

Interviews: Wednesday 3rd June (provisional)



Job Description: Headteacher's Personal Assistant and Senior Leadership Team Administration Support

Job Title:	Headteacher's PA and SLT Administration Support
Grade:	G06
Reports to:	School Business Manager
Hours of work:	37 hours per week (Term Time plus 10 Days)
Disclosure Level:	Enhanced

Job Purpose:

The Headteacher's PA will ensure the Headteacher is fully supported in all aspects of their work, including the handling of confidential matters, and will play a key role in supporting and encouraging the school's ethos, objectives, policies and procedures.

They will also provide high-level administrative support to the senior team to enable the effective running of the school, including supporting the School Business Manager and Systems Operations Manager.

The post holder will act as a central point of contact for staff, senior leaders and external agencies, ensuring that communication and administration are managed professionally and efficiently.

Principal Duties and Responsibilities:

Operational

- Manage the headteacher's diary and appointments with staff, students, parents, governors and external third parties.
- Provide efficient administration and secretarial assistance to the headteacher.
- Manage the headteacher's email account and all correspondence.
- Maintain a detailed record of day-to-day school events and hold the whole school diary.
- Organise meetings, conferences and events (internal and external) on behalf of the headteacher, including room booking, refreshments and taking minutes as required.
- Maintain accurate records of senior leadership team (SLT) and staff meetings, distributing agendas, minutes and other relevant documentation as required.
- Ensure that all manual and computerised records and filing systems relating to the role of the headteacher's personal assistant are maintained as required.
- Ensure the Staff Handbook is up to date.
- Oversee the cycle of policy review, working alongside the Clerk to the Governing Body.
- Deal with staff, student and parental enquiries in a professional manner at all times and share information with the headteacher or other relevant member of staff as required.
- Liaise with professional bodies, outside agencies, other schools and organisations and attend to queries as required by the headteacher.
- Produce student exclusion letters and maintain records.
- Assist in investigations and casework, for example, disciplinary, as required by the headteacher.
- Assist at school open evenings and events and be aware of school activities at all times.
- Organise the annual Awards Evening.
- Oversee the organisation of immunisations and other whole-school events, as required.
- Co-ordinate the annual student/staff photography sessions and ensure that information systems are updated as required.
- Assist with the review of administrative procedures and systems and support the development and implementation of management controls where necessary.
- Process concerns and complaints raised by parents as per our complaints policy and liaise with the clerk as required.
- Assist in the collation and preparation of statistics, management information and reports as required by the headteacher, the governors, auditors, the local authority (LA), and WG.
- Maintain the school website, ensuring compliance and accuracy.
- Support the headteacher and School Business Manager with the effective onboarding of new staff.
- Support and attend A Level and GCSE Results' Days.

Senior Leadership Team Administration

- Assist other members of senior staff with administration tasks when needed.
- Support the School Business Manager in the effective running of school transport



HR Administration and Training Records Support

- Assist the School Business Manager in maintaining accurate HR files.
- To assist the Deputy Headteacher and Designated Safeguarding Person in maintaining accurate staff training records.

Examinations and Data Contingency

- To shadow and work alongside the Systems Operations Manager, and act as a contingency in the event of their absence.

General

- Attend school events as required.
- Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- Arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- Attend training sessions and meetings as required.
- Keep up to date with developments and changes in legislation and guidance and communicate appropriate information to colleagues as appropriate.
- Seek, consider, and act upon professional support and advice as required.
- Play a full role in school life.

Other Responsibilities:

- To ensure all duties and responsibilities are discharged in accordance with the school's Health and Safety at Work Policy.
- To participate in the school's Professional Development Review cycle and ensure that targets are set and met within the agreed timescale.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults.
- To ensure that the line manager is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To undertake all reasonable other duties as directed by the Headteacher.



PERSON SPECIFICATION: HEADTEACHER'S PA AND SLT ADMINISTRATION SUPPORT

Requirement	Essential	Desirable	Measured by*
Qualifications			
Minimum GCSE Level English & Maths.	✓		F/C
Specialist Knowledge			
Previous experience of working with pupils		✓	F/I
Experience in a leadership support role or working closely with senior management.	✓		F/I
Knowledge of school operations and the education sector		✓	F/I
Demonstrable experience in delivering effective administrative and organisational skills	✓		F/I
Understanding of the importance of confidentiality when being privy to complex/sensitive information	✓		F/I
Familiarity with safeguarding and child protection policies		✓	F/I
Practical/Intellectual Skills and Personal Attributes			
Excellent administration and ICT skills, with experience of using Bromcom (desirable), Microsoft Office 365 and Microsoft Teams	✓		F/I
Attention to detail	✓		F/I
Ability to work proactively and independently, and as part of a team	✓		F/I
Excellent inter-personal skills when dealing with pupils and parents, and the ability to establish good professional relationships with staff at all levels	✓		F/I
Able to analyse complex data and identify trends and relevant information	✓		F/I
High level of accuracy and attention to detail, and meticulous in planning	✓		F/I
A strong team player, able to work collaboratively and effectively with a range of styles and personalities	✓		F/I
Excellent communication skills, able to use a range of methods for effective communication	✓		F/I
Willing to be adaptable and flexible when working within a busy and fast-changing environment	✓		F/I
Some flexibility with working hours, especially if required for team meetings, key parental events	✓		F/I
Equality			
Knowledge of and commitment to Equality and Diversity			F/I
Understanding of the importance of Welsh Language and Culture			F/I

F Job Application Form

C Certificate of Qualification

I Interview

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.



Signature:-

Postholder..... Date.....

Headteacher..... Date

