



**HIGHAM LANE
NORTH ACADEMY**

Headteacher's PA and Office Manager

June 2025

37 hours per week, 39 weeks (Term-Time only plus 5 INSET days)

£23,825 to £26,437 (dependent on service and experience)



Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust as the **Headteacher's PA and Office Manager** at Higham Lane North Academy.

This is an exciting and unique opportunity for a highly effective and experienced senior leader to be part of the opening and shaping of a brand new 11 – 16 school.

Our growing Trust currently consists of a diverse family of four schools in the Nuneaton area: a primary special school, a secondary special school and two mainstream secondary schools. We have a fifth school – a primary special school in Birmingham - joining us in September 2025.

Our Trust's core values summarise what is important to us and what we actively promote:



Collaboration:

working together and with others to achieve the very best for the staff, pupils and families that we serve.



Equity:

recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



Aspiration:

to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



Trust:

ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes



Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.



We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more



Oak Wood
Primary



Oak Wood
Secondary



Higham Lane School

Headteacher's PA and Office Manager



Are you seeking a career that is not only meaningful and purposeful but also has a lasting impact on children's lives?

Do you thrive in a dynamic, fast-paced environment where each day brings new challenges and opportunities?

Are you highly organised, adaptable, and skilled at communicating with a diverse range of individuals, including pupils, staff, and families?

If so, we have an exciting and rewarding opportunity for you to join the founding team of Nuneaton's brand-new secondary school as our Headteacher's PA and Office Manager. In this pivotal role, you'll be at the heart of the school's operations, working closely with the Senior Leadership Team to deliver essential services that support both pupils and staff.

Main Purpose:

As a key member of the Leadership Team, you will work closely with the Headteacher to provide comprehensive and confidential support. You will represent the Headteacher as needed, serve as an ambassador for the school, and assist in the overall leadership and management of the school. Additionally, you will oversee the management of the school Receptionist during the first year. As Attendance Officer, you will play a crucial role in maintaining the school's standards and operations. You will also be responsible for completing various clerical and administrative tasks and managing a small budget.



How to apply



Please complete the Application Form, as well as the Equality Details Form, that you will find on the School's website (www.hlina.co.uk) and email them to jobs@hlina.co.uk, indicating in the message title the post you are applying for. If you would like to have a chat about this post, please contact Kirstie Robinson, Headteacher Designate, on 024 7638 8123.

The closing date for applications is midday, Tuesday 8th April 2025
Interviews will take place on Tuesday 29th April 2025

Please address the following points when completing the 'Additional Information' section of the application form: -

- Why you feel your personal qualities and experience make you an excellent candidate for this position.

About Higham Lane North Academy



'Everyone will excel through our high expectations and high levels of care and support. Higham Lane North Academy is a school where everyone is included and everyone belongs.'

Kirstie Robinson
Headteacher

We are aspirational and ambitious for the children of Higham Lane North Academy. We are committed to, and believe very strongly, that our pupils are given the very best education with which to build the foundations of their futures. Our core values of wisdom, pride, integrity, compassion and kindness will be the foundation of every policy, interaction and decision at Higham Lane North Academy between all members of staff, pupils and within the community. The North Way, based on supportive routines and expectations for success will be palpable throughout the school, meaning that teachers can flourish and thrive as they educate our pupils to be the best they can be.

Why be a key part of Higham Lane North Academy?

We hold a strong commitment to supporting you to be the best that you can be as a professional. Not only will we continue to support your ongoing professional development, but we are unwavering in our commitment to provide you with the opportunity to be valued as an integral part of a team with your contributions recognized and celebrated within a culture of wisdom, pride, integrity, compassion and kindness.

The first year and beyond at Higham Lane North Academy

In the first year we will be a fairly small team of approximately 18 – 20 teaching and support staff. As more pupils join the school, inevitably the team will grow. The first year provides us with a unique opportunity to work closely together and beyond subjects to support each other.

Your Environment

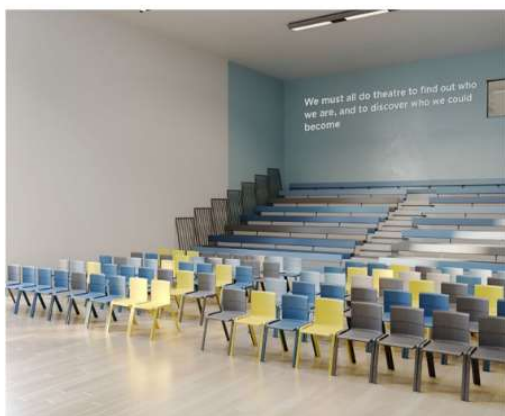


The school building and grounds

Higham Lane North Academy's building and grounds have been planned to create a learning environment that will provide high-quality educational provision, academic excellence, exceptional pastoral care and personal development in a school that will be at the heart of the community. Our convenient location provides easy access from the new Northern Link road that will link new housing developments in the north and east of Nuneaton, from the A5, and by bus. There will also be a dedicated walking/cycling lane along the new access route and a secure compound for bike storage.

The impressive, state of the art facilities include:

- An impressive assembly hall
- A well-stocked library and learning space
- Designated staff work room areas with facilities
- IT-rich classrooms
- Spacious dining hall with outdoor canopy
- Drama studio
- Dance studio
- Curriculum habitat areas
- Outdoor learning spaces
- Indoor sports hall
- Four outdoor tennis/basketball/volleyball/netball courts
- Four outdoor multi-use pitches for sports such as rugby, football and athletics plus a grass running track around the largest of these with capacity for field events
- Outdoor amphitheatre
- Separate optional entrance for children with SEND
- Designated SEND garden
- Meadow grass planting and flowering lawns creating an ecological corridor across the site



Duties and responsibilities



Leadership and Support

- Provide confidential support to the Headteacher, representing them in various contexts.
 - Serve as an ambassador for the school, maintaining a positive image and reputation.
 - Assist in the leadership and management of the school, ensuring smooth operations.
-

Supervision and Management

- Directly supervise a small team that will grow over time. In the first year this will include a School Receptionist, providing leadership, guidance, and support.
 - Manage recruitment, performance reviews, work allocation, and ensure the quality of work.
 - Foster a positive, collaborative environment for the administrative team.
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Financial Management

- Take direct responsibility for managing a small budget, ensuring accurate monitoring and accounting for expenditure.
 - Support the effective allocation of resources to meet the school's needs.
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Physical and Confidential Resource Management:

- Oversee the careful, accurate, and confidential handling of physical and digital resources.
- Ensure the secure processing of information, always maintaining confidentiality.

Duties and responsibilities



Responsibility for Wellbeing:

- Contribute to the wellbeing of individuals and groups within the school community, considering the physical, mental, and social aspects of health and safety.
- Help create a safe and supportive environment for all stakeholders.

Supporting senior leadership

- Provide key support for the school by fulfilling essential roles such as First Aider, Mental Health First Aider, and Fire Marshal.
- As part of a rota with other administration staff, assist with break and lunchtime duty cover and manage lesson changeovers.
- Assist with the organisation of key school events such as Open Day and Prize Giving providing administrative support as needed.
- Support the management of email and written correspondence for the relevant manager, as directed by the Headteacher.
- Keep school policies up to date and share them through the appropriate platforms (e.g., website, SharePoint) in line with external guidelines (e.g., GOV.UK).
- Ensure the school website and related social media platforms are current and aligned with relevant guidelines. Collaborate with staff to collect news items and post them to promote the school.
- Organise and coordinate visits from external parties, ensuring a welcoming environment on behalf of the Headteacher and SLT.
- Provide administrative support to the Data Protection Officer (DPO) on GDPR matters, particularly in relation to Subject Access Requests (SARs).
- To ensure that appropriate cover arrangements are made.
- Liaise with staff in the planning of Educational Visits offering advice and support where necessary.

Leading Administration

- Manage office support functions, incoming enquiries, and supporting with reception duties efficiently, taking independent action to resolve administrative matters, including those related to pupil welfare, where specialist expertise is not required.
- Conduct research and information-gathering tasks, liaising with relevant officers, external agencies, and bodies as needed. For instance, SAR's, Behaviour Panels, Workforce Census, Pupil Census and so on.
- Provide full secretarial and administrative support, including word processing, filing (both electronic and manual), dictation, agenda creation, and minute-taking for meetings if required by the Headteacher and other SLT members.
- Leverage ICT to improve efficiency and service quality, including the maintenance and accuracy of school databases (e.g., pupil and staff records) and the use of relevant software.
- Ensure compliance with financial procedures, including managing a small budget, authorising minor expenditures, and negotiating with external suppliers to ensure value for money.

- Oversee the administration systems, processes, and routines, continuously improving and implementing necessary changes.
- Prepare and respond to complex enquiries, produce reports, and collect and analyse relevant data.
- Develop, manage, and maintain both electronic and manual filing and record-keeping systems to ensure accuracy and accessibility.
- Supervise and manage a small team of clerical/admin staff, ensuring effective administrative support across various activities. This includes overseeing recruitment, performance management, and work allocation.

Note: These are broad descriptions of typical duties and activities associated with this role. They are not intended to provide an exhaustive list of responsibilities.



**Every child at HLNA will
have a champion.**



Person Specification

Qualifications and training



- Minimum of GCSE (or equivalent) English and Maths at grade A – C/ grades 4 - 9
- Hold an appropriate qualification, equivalent to NVQ Level 3 or be qualified by experience

Experience



- Experience of managing others and able to lead and guide others.
- Previous secretarial/PA experience

Skills and knowledge



- Good communication and listening skills
- High level of written and oral skills
- Competent in use of ICT and office equipment / packages
- Good standard of typing/word processing and shorthand
- Excellent communication and interpersonal skills that are adaptable to the needs of the audience e.g. students, parents, colleagues or external professionals
- Be highly organised and meet deadlines
- Able to plan, prioritise and organise own work and that of others
- Ability to maintain confidentiality at all times
- Knowledge of specialist schools' systems – e.g. SIMS, etc.
- Knowledge of school policies, systems, procedures and protocols and services provided
- Be fully aware of responsibilities relating to the duty of care

Personal qualities



- Good time management
- Flexibility
- Set a good example by one's own presentation, personal and professional conduct
- Willingness to undertake relevant training
- Team player

Higham Lane North Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure. Higham Lane North Academy is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on the School website, describes why and how we collect and use personal data and provides information about individuals' rights.



Build Progression

01



2024

June

- Lift shafts poured
- Section A steels in place
- Staircases installed
- Drainage installed for school and pitches
- Final fences starts to be installed

02



2024

July

- Steels completed through out
- Concrete slabs laid
- Roof started (insulation and sealing)
- Building insulation (interior walls) installed.
- New road to school started

03



2024

September

- Section A internal partitions started
- Window installation started
- Roof being sealed
- Final concrete slab laid
- Building insulation (interior walls) continued
- New road being built

04



2024

November

- Brick work continued
- Internal boarding finished
- Skimming of walls started
- Wall colours, carpets and blinds chosen

05



2025

January

- Solar panels fitted to roof
- Walls plastered
- Car park area prepped
- Gates installed
- Walk-in fridge and freezer installed in kitchen

06



2025

March

- Walls have been plastered
- Car park bricks laid
- Base coat of paint applied in rooms
- Gold cladding added to the exterior
- Lifts installed



Contact Us

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www.hlina.co.uk

