



Vacancy

The Roseland Multi Academy Trust
www.theroselandmat.co.uk

PA to the Headteacher

Grade H (Points 1-6)

Salary range - £27,818 - £31,962 per annum (pay award pending)

Actual salary - £24,329 - £27,956 per annum (pay award pending)

37 hours per week, 40 working weeks (term time plus 2 additional weeks)

Start date: As soon as possible/by negotiation

The Roseland Multi-Academy Trust consists of three secondary schools, two primary schools and a Teaching School Hub. The Trust's mission is "to provide outstanding education for our communities, where everyone succeeds" and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools.

We are looking to appoint an ambitious Personal Assistant to support the Headteacher at Falmouth School. This is an exciting and varied role and the successful candidate will have excellent organisational and people management skills, prioritising and managing their own workload. The successful candidate will use their excellent interpersonal skills to maintain a calm and professional manner in the face of the many demands across the school. Working closely with the Leadership Team, the PA to the Headteacher will provide outstanding administrative support on a day-to-day basis, often handling important and confidential material.

The hours of work are Monday, Wednesday and Thursday 8.00am-4.00pm, Tuesday 8.00am - 5.00pm and Friday 8.00am-2.30pm with a 30 minute unpaid break each day.

This is a term time only position, the successful post-holder will benefit from the majority of the school holidays although there will be a requirement to work an additional 10 days during the academic year. The Trust recognises the importance of staff wellbeing and has supportive policies and procedures in place as well as collaboration opportunities across our settings. If there is a requirement to travel to different schools, mileage is paid.

You will be joining a school which has been graded as good in all areas by Ofsted in April 2025.

The Roseland Multi Academy Trust is a fantastic Trust to work for. This role will allow the right person to have a positive impact on the outcomes of many young people. If this opportunity appeals to you, then please complete and return an application form (support) along with the Equal Opportunities Form and Relevant Convictions Form.

Potential candidates are encouraged to contact the school with any questions and also forward application forms. What you'll get in return:

- A unique opportunity to be a key member of staff in a forward-looking, thriving school in the beautiful town of Falmouth, in Cornwall;
- A genuine family atmosphere with high expectations and standards where every student is known and valued;
- Competitive salaries, based on skills and experience;
- Discounted membership in Trust Sports Hubs (Falmouth & Newquay);
- Free parking facilities;
- Employer's Eyecare Scheme (Specsavers);
- Employee Assistance Programme (EAP);
- Mileage paid if there is a requirement to travel to different schools within the Trust.

How to apply: A completed application form needs to be submitted (CVs are not an accepted form of application). To apply, please download the support staff application form available on our website, and once completed send to vacancies@falmouthschool.net for the attention of Mrs Gemma Ohly.

Potential candidates are encouraged to contact Falmouth School with any questions. To arrange a visit, or for further details about this post, contact Mrs Gemma Ohly via vacancies@falmouthschool.net.

- **Closing date for applications: Monday 15th December at 9am.**
- **Date of interview: Wednesday 17th December**

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.