



PA to the Headteacher



**WEXHAM COURT
PRIMARY
SCHOOL**

CONTENTS PAGE



Item	Description
1.	Vision, Values and Behaviour Code
2.	Welcome from the Head Teacher
3.	Some comments from our teachers
4.	Welcome from the pupils
5.	About Wexham Court Primary School
6.	Ofsted Feedback
7.	Our Partnerships
8.	Job Advert
9.	Job Description
10.	Person Specification
11.	How to apply
12.	Interview day

Vision

Preparing every child to become a successful individual in an ever-evolving world.



Values



**BUILD
BELONGING**



**STRIVE FOR
EXCELLENCE**



**DO THE
RIGHT THING**

Behaviour Code



READY



RESPECTFUL



SAFE

Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in the position of PA to Headteacher Wexham Court Primary. I believe that this school is like no other. Over the last few years, we have worked together to define what education means to us, what our environment should look and feel like. As such, our school vision and values are underpinned by our guiding principle:

Ubuntu – I am, because you are.

This means that we are bonded together and working as a team for the betterment of all.

We are a forward thinking and innovative school, trying to embrace 21st century learning styles. As a school community, we are very open minded and ready to embrace new and exciting challenges together. We are an inclusive school, where staff must be prepared to analyse and have challenged their bias, prejudice and attitudes.

Our SLT Credo:

We are responsible for the growth and development of our children. They deserve our best efforts and attention. By developing and supporting our teachers and nurturing our parents, we believe we can have the greatest impact on our children.

As an SLT we feel that we can best help children by ensuring their teachers are highly skilled and prepared to teach without distraction or unnecessary loads. The biggest difference to teaching and learning is the expertise of teachers. Therefore, professional development is ongoing and delivered through our Professional Learning Communities (PLCs). These are led by knowledgeable staff members with the aim to upskill everyone. We wish to recruit a practitioner who is ambitious, keen to learn and values our vision.

Finally, our children love school! In the morning they come running in, always smiling as they greet you. Behaviour is excellent because we know our children well and they would never want to let us down.

I am very proud of our school community. Through the last few years, they have risen to every occasion. I could not be more grateful for their commitment and determination. Come and speak to them and get the answers you need. All we require is good morals, a willingness to learn and the ability to work in a team. The rest we can work out.

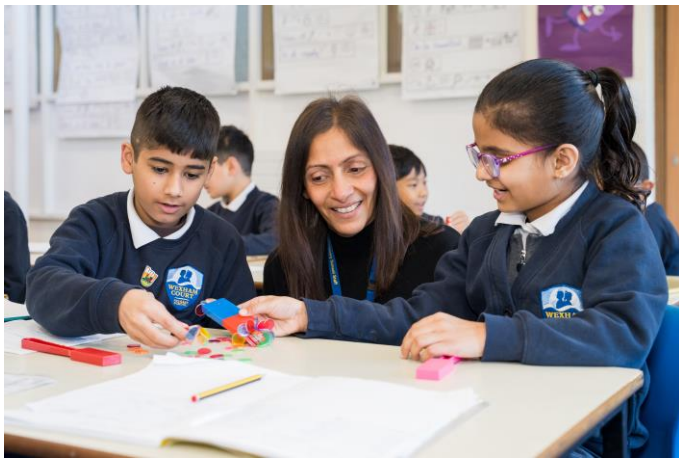
I look forward to hearing from you soon.

Navroop Mehat and the WCPS team.

Here are a few comments from our Teachers

'At Wexham, the children are the best bit - keen to learn and welcoming to all. There are always opportunities to develop yourself professionally and I feel Wexham has massively supported my journey through middle leadership'

Miss H Brian



'A diverse School with friendly colleagues and wonderful children. It provides great CPD to support our practice, enabling us to provide the best education to our students. The School has supported me since my training year until now, and I am excited to continue my journey with the Wexham team!'

Miss K Kobayashi

'Wexham Court is a diverse, welcoming and supportive School where everyone is valued and respected. Navroop and SLT are continuously supporting Teachers to progress in their careers whether it's the start of their journey as an ECT or a qualified teacher.'

Whilst being an ECT at Wexham, I received excellent support and direction to be able to provide quality teaching and enhance my own development. I have received excellent CPD and the opportunity to observe high quality teaching'.

Miss A Rehman



Welcome from the Pupils

Welcome to Wonderful Wexham Court!

We are delighted to give you the opportunity to work here. We are a School that has core values that are at the heart of everything we do.

The staff here are encouraging, inspiring, good listeners and fun. Are you a Teacher who:

- Can plan fun and enjoyable activities?
- Can help accelerate our learners' progress?
- Can create fun and engaging displays?
- Listen when we need your help?
- Has a good sense of humour?
- Gives us good and helpful feedback?
- Has a love for reading?

In return we promise to give you:

- Well behaved and engaged learners
- Fresh fruit and vegetables
- Amazing teacher friends
- Lots of laughs
- A big, clean classroom
- Lots of tea and coffee!

We love coming to Wexham Court Primary School. There's always so much going on. We are an Active Movement School, which keeps us fit and healthy. We have a modern curriculum, which includes Enquiry. This helps us to explore topics in a fun way. Community work is important to us as we love to support local charities.

'Come and meet us so we can share our School, we know you will love it too!' **Head boy and Head girl**



About Wexham Court Primary School

Our history:

- The school used to be a double Saxon Moat, and the evidence of the moat still remains.
- The school used to be a Medieval Farm that dates back to the 13th century.
- The school's name is based on the manor house, home farm and church that were all part of the moated complex, known as Wexham Court Estate.
- We have oak trees that were planted in the 18th century.
- There used to be a post office on site, which fell down 20 years ago.
- The site has a poly tunnel and various raised beds, in which all pupils grow their own produce. This is later served in the canteen or entered into the Stoke Poges Horticultural Show; which we have won for the last 8 years!
- The school used to be a middle school.

Our present

- Professional development is ongoing. We use evidence-based research to only do the things that work and matter.
- The listed Barn has been renovated and is now an exhibition site, regularly used by the children for various activities, including cooking the produce they harvest in the poly tunnel.
- We run national training events at the Barn.
- We are a Microsoft school and embrace technology everywhere.
- We value the arts, all children learn instruments, Spanish and have expert art experiences.
- Health is vital, our children eat well, skip daily, have an outdoor gym, MUGA and sports coach.
- Our curriculum is well sequenced, coherent and scaffolded to support all pupils.
- We value the arts and pastoral care as much as academic achievement.
- Our pupils are fit and healthy in spirit, body and mind.
- Work life balance – we have a strong culture of support! We work hard at school and home life is for living. Our teachers do not take work home, planning is completed in PPA and meetings after school are rare! Our staff are happy and satisfied because they are looked after and valued.

Our future

Our future is exciting. Be a part of it.

The school badge reflects our school's evolution:



PLCs at Wexham Court Primary School

Why

The children at Wexham Court deserve the very best teaching, school environment and nurture. To create these conditions, we value high quality, evidence-based CPD for our staff. Developing teacher expertise is the most effective way to influence outcomes for children.



How

We focus on developing teachers' mental models of effective teaching by sharing concepts and evidence-based approaches. We have a community of staff engaged in collaborative enquiry to solve educational problems. PLCs are aligned to our strategic priorities as part of our implementation plans.

What

C21

- Curriculum intent, implementation and impact
- Curriculum leadership
- Assessment
- How children learn



Inclusive not exclusive

- Understanding disadvantage and its barriers
- Supporting children with SEND



Building conversations

- Ensuring great behaviour
- Understanding motivation



R2Y1

- Preparing children for Year 1
- Developing effective early years practice
- Preparing for early years reforms



Right and relevant

- Celebrating diversity
- Striving for equality
- Ensuring children understand identity



Ofsted Feedback

The school has been graded Good across all key areas, reflecting a strong and consistent standard of education and care.

Wexham Court Primary School is proud to be recognised for its *“excellent behaviour of pupils,”* fostering a positive, respectful, and inclusive atmosphere where every child *“feels valued”* and supported to *“strive for excellence, do the right thing, and build belonging.”* OFSTED inspectors noted that our pupils *“exhibit positive behaviour and attitudes towards learning,”* creating a welcoming environment where children flourish both academically and personally.

Our *“wide range of curriculum activities”* engages pupils and supports their holistic development, preparing them well for an ever-evolving world. The school’s strong teaching is underpinned by a clear ethos and *“strong relationships between staff and pupils,”* with new staff receiving *“sufficient support to implement changes effectively.”* Effective teaching strategies ensure that the diverse needs of all pupils, including those with SEND and EAL, are met well.

Our Early Years provision is *“well-structured and supports children’s learning and development effectively from the start,”* providing a solid foundation for lifelong learning. Pupils benefit from *“the right systems, processes and levels of oversight”* that keep them safe and enable them to thrive, whatever their background or individual needs. For teachers, Wexham Court offers a professional culture where *“staff feel well-supported and empowered to develop their skills and make a real impact on pupil outcomes.”* Together, we build a nurturing community where every child belongs, learns, and succeeds.

"The school’s approach to developing the whole child is a core strength of the school."

"There is a clear connection between an ambitious curriculum and what pupils have learnt over time."

"Effective teaching strategies ensure that the diverse needs of pupils, including those with SEND and EAL, are met well."

" Pupils behave exceptionally well and display exemplary attitudes towards their learning."

"The school fosters a respectful and inclusive environment where pupils feel valued."

""Pupils are exceptionally polite and excited about learning."

"The school fosters a respectful and inclusive environment where pupils feel valued."



Our Partnerships

We believe in partnership work and as such we support these through training and school to school support.

Some of our partners and awards are:



PA to the Headteacher

Position:	PA to the Headteacher
Start Date:	As soon as possible
Location:	Berkshire
Contract:	Term Time plus 2 weeks
Salary:	Level 5, SCP 13 £30,160 (pro-rata actual salary: £27,012)

“Preparing each child to be individually successful in an ever-evolving world.”

We believe that our pupils deserve the absolute best teaching every single day. We work hard to create the right environment for our administrative and support staff, which in turn benefits our children. We are at an exciting point in our journey and wish to appoint an efficient, flexible and well-organised Personal Assistant to support the Head Teacher. Excellent interpersonal skills are essential. This would be a fixed term contract for one year, with the potential to be extended.

We offer:

- Comprehensive induction package
- Excellent professional development
- A well developed, enjoyable, and relevant curriculum
- Behaviour and attitudes of pupils and staff are excellent
- Support and progression as needed
- A manageable workload

About You:

- Have outstanding organisational skills and the ability to be flexible.
- Have excellent communication skills and the confidence to communicate effectively.
- Have a proven track record in a similar role.
- Maintain confidentiality and professionalism.
- Have excellent administrative skills both written and orally.
- Have attention to detail and ability to meticulously proofread documents
- Stay calm under pressure.
- Knowledge and experience of Microsoft programmes, cloud-based software and social media.

Visits are highly recommended, if you can, please arrange a visit by contacting our HR Officer (see below).

Find out more: Contact our HR Officer at: hr@wexhamprimary.com or 01753 524 533/989 or visit our Twitter page @wexham PS, or our website: www.wexhamprimary.com

Key dates to be mindful of: Deadline for applications **Friday 9th October 2026**. Interviews will take place upon receipt of applications.

Wexham Court Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Job Description – Personal Assistant to the Headteacher

DESCRIPTION: Wexham Court Primary School

POST TITLE: Personal Assistant to the Headteacher

1. MAIN PURPOSE OF JOB

The Head Teacher's Personal Assistant is responsible for:

- Ensuring that the Head Teacher is fully supported in all aspects of her/his work including confidential matters.
- Managing the School's Office, secretarial and administrative functions, assisting as required.
- Advising on compliance with legislation and guidance, for example, DFE, Data Protection, Freedom of Information Act, GDPR, School Governance.
- The line management of a number of staff falling under her/his remit including their induction, training and performance management.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

2. MAIN ACCOUNTABILITIES

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head Teacher. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

Operational

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
- S/he shall keep the main office informed and organise/distribute tasks coming into the office, ensuring it runs effectively and efficiently.
- S/he shall provide efficient administration and secretarial assistance to Head Teacher.
- S/he shall manage the Head Teacher's diary and time including booking appointments, acting as the 'gatekeeper', receiving visitors, providing preparatory support and making travel arrangements.
- S/he shall open, sort and distribute the Head Teacher's mail including electronic mail, advising on any urgent matters.
- S/he shall organise meetings, conferences and events (internal and external) on behalf of the Head Teacher, including refreshments and taking minutes as required.
- S/he shall maintain accurate records of senior leadership team (SLT) and staff meetings, distributing agendas, minutes and other relevant documentation as required.
- S/he shall liaise as required with Governors, staff (teaching and support), students and parents/carers on behalf of the Head Teacher.
- S/he shall liaise with professional bodies, outside agencies, other schools and organisations etc, and attend to queries as required by the Head Teacher.
- S/he shall assist in investigations and casework, for example disciplinary, as required by the Head Teacher.
- S/he shall co-ordinate advertising and articles relating to the school in educational publications, the local and national press.
- S/he shall, on behalf of the Head Teacher, liaise with outside agencies on ad hoc projects involving marketing, designing and printing school-related publications.
- S/he shall develop, implement and review administrative procedures and systems putting in place necessary management controls, for example, ensuring required documentation is obtained in order to action changes legally.

- S/he shall oversee and be responsible for the circulation of incoming mail and outgoing post including Governors' mailings, taking appropriate action as necessary.
- S/he shall act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.
- S/he shall oversee the maintaining and updating of information held on school database(s) including student and staff records, emergency contacts, data required for the completion of returns, for example, for the DFE.
- S/he shall assist in the collation and preparation of statistics, management information and reports as required by the Head Teacher, the Governors, auditors, the Local Authority (LA), and the DFE.
- S/he shall co-ordinate the collection, entry and extraction of data required to complete statutory returns.
- S/he shall assist in transferring data safely when database system(s) are introduced and/or changed.
- S/he shall assist in the setting up and maintaining of archive files and historical data.
- S/he shall co-ordinate the annual student photograph session/s ensuring database system(s) are updated as required.
- S/he shall contribute to the evaluation and development of administrative systems and procedures.
- S/he shall report technical faults relating to the school database system(s) and equipment to the ICT technician(s) to ensure that they are efficiently resolved.

Administrative

- S/he shall ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- S/he shall undertake responsibility for all necessary administration relating to areas within her/his remit.
- S/he shall ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- S/he shall process, input, extract and analyse information from the school's database system(s).
- S/he shall take minutes/notes in meetings, including meetings outside normal working hours as required, and circulate associated information.
- S/he shall answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.
- S/he shall deal with correspondence promptly and as required.

General

- S/he shall attend school events as required.
- S/he shall participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- S/he shall arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- S/he shall attend training sessions and meetings as required.
- S/he shall keep up-to-date with developments and changes in legislation and guidance and communicate appropriate information to colleagues as appropriate.
- S/he shall support the Head Teacher in advising the Governing Board and its committees as appropriate.
- S/he shall seek, consider, and act upon professional support and advice as required.

PERSON SPECIFICATION				
Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	1.1	Experience of working in a busy office environment.	Essential	A
	1.2	Proven experience in a PA role including diary management and travel arrangements (at least two years).	Essential	A
	1.3	Experience of organising meetings and accurate minute taking.	Essential	A I
	1.4	Experience of managing and maintaining accurate records and filing systems.	Essential	I
	1.5	Experience in the line management of staff.	Essential	A I
	1.6	Experience of working in a school or similar establishment in the role of a PA.	Desirable	A
Knowledge	2.1	Good standard of numeracy and literacy.	Essential	A I T
	2.2	Knowledge and understanding of safer recruitment in schools.	Desirable	A I
	2.3	Working knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation such as school governance, Freedom of Information Act, GDPR.	Desirable	A I
	2.4	Working knowledge of SIMs (or other MIS system), Microsoft and social media.	Essential	A I T
Skills/ Abilities	3.1	Ability to build and form good relationships with students, colleagues and other professionals.	Essential	I
	3.2	Able to lead, develop and motivate a team of staff, delegating duties as required.	Essential	AI
	3.3	Ability to work constructively as part of a team, understanding school roles and responsibilities.	Essential	I
	3.4	Excellent and meticulous organisational skills.	Essential	A I T
	3.5	Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals.	Essential	I T
	3.6	Good standard of numeracy and literacy skills.	Essential	I T
	3.7	Ability to absorb and understand a wide range of information.	Essential	I T
	3.8	Ability to manage and deal with confidential data/issues appropriately.	Essential	I T
	3.9	Ability to proficiently use office computer and information management software including word-processing, spreadsheet, database and internet systems.	Essential	I T
	3.10	Ability to show initiative and prioritise one's own work and that of others, even when under pressure.	Essential	I
	3.11	Able to follow direction and work in collaboration with the Headteacher.	Essential	I
	3.12	Able to work flexibly to support others and respond to unplanned situations.	Essential	I
	3.13	Able to attend evening meetings as required.	Desirable	I
	3.14	Desire to enhance and develop skills and knowledge through CPD.	Desirable	I

	3.15	Commitment to the highest standards of child protection and safeguarding.	Essential	I T
	3.16	Recognition of the importance of personal responsibility for health and safety.	Essential	I T
	3.17	Commitment to the school's ethos, aims and its whole community.	Essential	I
Qualifications	4.1	Educated to at least GCSE grade C standard or equivalent in English and Mathematics.	Essential	A I
	4.2	Further or higher education qualification(s) in a relevant field.	Desirable	A
	4.3	Willingness to engage in further study	Essential	I
		The school is committed to safeguarding and promoting the welfare of children and young people and expects that all staff and volunteers share this commitment. Safeguarding training and qualifications are compulsory for all teaching staff.		

How to Apply:



<https://www.tes.com/jobs/>



<https://www.wexhamprimary.com/>



Request an application form from hr@wexhamprimary.com



Deadline for applications: **Friday 9th October 2026 at 12:00pm.** Interviews will take place as applications are received.

Interview day:

This will be a process to share who we are and get to know who you are. Please try to relax, it will be as informal as we can make it. On the day you will have an interview, in which you may ask as many questions as you wish, we would love to understand more about your vision and beliefs around education, your past experiences and what you want for the future. We will let you know further details if you are shortlisted for interview.

References:

If you are selected for interview, references will be requested prior to interview. You must ensure that your current or most recent Employer is one of those references. Please ensure your referees are aware of our timescales.