



Archbishop Temple
Church of England High School

Job Advertisement: Personal Assistant

Number of posts: 1

Permanent

Grade: 6 (SCP 11-19)

Salary: £28,142 - £32,061 FTE (*Actual £25,048 - £28,536*)

Term: 37 hours per week, term time plus 10 days

Required from: December 2025

"Faith, Nurture, Service" – A school where every child is known, valued, and supported.

About Us

At Archbishop Temple Church of England High School, we believe that every child has the right to thrive in a safe, inclusive, and supportive environment. We are a high-achieving, non-selective secondary school based in Preston, Lancashire, which supports 900 pupils aged 11–16. Our ethos is underpinned in Matthew's Gospel 5:14-16 and in the Christian values of the Church of England and the vision of the Blackburn Diocese. We are proud to be a diverse community where difference is welcomed and celebrated.

We offer a traditional academic curriculum enriched by outstanding provision in sport, music, technology, and the creative arts. Our school community reflects a wide range of backgrounds and cultures, and we are committed to ensuring every pupil—whatever their starting point—receives the support they need to succeed.

As an expanding school, it is important to us that no child is ever overlooked. Every pupil is known by name, and every teacher teaches every pupil. We invest significantly in pastoral care, employing a full-time chaplain and a large, experienced team dedicated to nurturing the whole child. Our children with additional needs—especially those with SEND or SEMH challenges—are among our greatest success stories.

About the Role

Are you an organised, proactive and discreet professional looking to make a meaningful impact in a school environment? We are seeking a highly capable **Personal Assistant** to the Headteacher and Deputy Headteacher to join our dedicated team and support the leadership of our school.

As the Personal Assistant to the Headteacher and Deputy Headteacher, you will play a pivotal role in ensuring the smooth running of the school's leadership operations. This is a varied and rewarding position that requires excellent communication, administrative and organisational skills.

How to Apply

If you are committed to supporting young people and share our belief in the power of Faith, Nurture, Service, and inclusion, we would love to hear from you. An application form can be downloaded from the school's website – www.archbishoptemple.com. Electronic applications are fully acceptable and these should be emailed to head@archbishoptemple.com marked for the attention of Mrs Simpson.

Deadline for applications: Wednesday 5th November 2025 at midday

Interview Date: Monday 17th November 2025

Safeguarding Statement:

Archbishop Temple Church of England High School is committed to safer recruitment and CVs will not, therefore, be accepted. The position is subject to satisfactory DBS checks and excellent employment references. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.