



MAGNUS
CHURCH OF ENGLAND
ACADEMY



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Welcome to Reception



PA to Head of School

Contract: Permanent, Term Time + Two Weeks

Start Date: ASAP

Closing Date: Thursday 26th February 2026 - 9am

Welcome

Dear Colleague

Thank you for your interest in applying for the position of PA to the Head of School at Magnus Church of England Academy. We're really pleased you are considering working with us in a role that is key to our continued improvement and development at our school.

Magnus Church of England Academy is a mixed 11-18 academy in Newark, we are a partner school of the Diocese of Southwell and Nottingham Multi Academy Trust. We are a growing academy, with student numbers increasing year on year, you will be supporting the Principal and working closely with two Vice Principals and three Assistant Principals.

We set high expectations and aspirational targets for all our students ensuring they make outstanding progress through our broad and balanced curriculum and Christian ethos.

We have a great Senior Leadership team that is vibrant, hardworking and supportive and we are truly excited to be looking to gain a new team member.

If you would to discuss this position informally at any stage, or arrange a visit please feel free to get in touch.

In the meantime, we very much look forward to receiving your application.

Yours faithfully

Mrs Anna Martin
Principal

Determination | Integrity | Ambition | Humility | Compassion

Vision & Values

Our Vision

Develop people of good character who achieve excellence and make a positive contribution to their communities.

Our Mission

Our mission is to ensure that:

- students develop the knowledge, skills and character to live happy, healthy and successful lives
- all are included and work hard to fulfil their potential regardless of background or starting point
- student choices are not limited by self-belief, opportunity or circumstance.

This can be achieved at Magnus through world class learning, high expectations and through encouraging personal, moral and spiritual development within a Christian framework.

Our Core Values

Determination

Have the courage to work hard and keep going with a relentless drive to achieve excellence.

"Run in such a way that you may win" 1 Corinthians verse 24

Integrity

Have the strength of character to choose honesty and truth always and be accountable for our actions.

"We are taking pains to do what is right not only in the eyes of the Lord but also in the eyes of the man"
2 Corinthians 8 v21

Ambition

Have the belief and drive to succeed, placing no limits on what can be achieved.

"I can do all things through Christ who strengthens me" Phillips 4 verse 13

Humility

Recognise and respect the value of everyone and celebrate success together.

"Be completely humble and gentle; be patient, bearing with one another in love" Ephesians 4 verse 2

Compassion

Comfort those in need, support those in pain and offer grace to all in our community.

"Be like minded, be sympathetic, love one another, be compassionate and humble" 1 Peter 3 verse 8

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Job Description

Job Title: PA to the Head of School

Salary: Grade 3, £23,030 per annum

Hours: 37 hours per week (7.45am – 3.45pm), Term Time + 2 additional weeks

Responsible to: Head of School

Post Objective:

To provide high quality administrative support to the Head of School including diary management and arranging meetings, drafting letters and emails as required and producing the academy briefing notes.

Ensuring the Head of School is well prepared for meetings, with the correct papers, and that visitors are met and greeted appropriately.

Oversee the running of Data Protection in the Academy ensuring that all data breaches are logged and reported accordingly in line with National guidance.

Duties, Responsibilities and Key Tasks:

- Ensure busy diary commitments, papers, meeting requests are managed effectively including producing a daily folder with the day’s diary, necessary papers, etc. and troubleshooting problems.
- To maintain Head of School’s diary and e-mail, screening calls and correspondence, prioritising, handling and directing information to relevant people, as required.
- Ensuring the Head of School is briefed for all meetings, with papers printed well in advance.
- Ensure guests are taken care of promptly and provide hospitality services for the senior team and their visitors as required.
- All administration work for and on behalf of the Head of School including, letters, reports, information gathering and data input.
- Collate all data for any Subject Access Request, ensuring all data is compliant within our GDPR policy.
- Liaise with Governors on Governor HUB to ensure that they meet all criteria required.
- Ensure that policies are up to date and in the correct location for staff to find, keeping note of end dates and liaising with the Trust to ensure that updates are on time.
- Note take at meetings as directed, including SLT line management, HOF line management, and writing up actions and emailing them within a set deadline.
- To organise, when required, schedules of meetings, for example, appraisal and lesson observations.
- To have an ongoing and developed understanding of the Head of School priorities and working with these effectively providing support as necessary.
- Minute-taking of the weekly briefing and producing notes.
- Assisting the senior leadership team in the production of the school calendar, ensuring that it is readily available for staff in both paper and electrical formats.
- Perform any task or duty under the reasonable direction of the Head of School.

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Note: It is expected that all post holders at Magnus Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.

The post holder will also be expected to undertake any other tasks as reasonably required by the Executive Principal, Head of School, Governors or Trust Directors to ensure the efficient and effective operation of the academy.

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Person Specification

Category	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • GCSE Grade C or above in Maths and English or equivalent 	
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • A good standard of Computer Literacy including Microsoft Word & Excel • Excellent communication skills • Ability to build sound relationships with staff, parents and students 	
Other	<ul style="list-style-type: none"> • Well motivated, a self starter and makes things happen. • Excellent organisational skills • Reliable under pressure • Ability to work as part of a team • A good sense of humour • Maintaining high levels of confidentiality 	

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Further Information

Why work for Magnus Church of England Academy?

- Highly visible and supportive SLT
- Investment in leadership and career development
- Meaningful and exciting CPD that supports and develops all teaching staff
- No grading of lesson observations, a belief that everyone is always learning
- Rigorous and easy-to-use behaviour system
- Well behaved students who are polite, respectful and look smart
- Become part of the Magnus family – an enjoyable and rewarding working environment.

Please return all completed applications to HR@magnusacademy.co.uk.

Application Deadline: Thursday 26th February 2026 - 9am

Get in touch

If you would like to discuss the position informally at any stage, please feel free to get in touch by contacting Miss M Combellack (PA to Head of School).

Email: MCombellack@magnusacademy.co.uk.

T: 01636 60066

E: office@magnusacademy.co.uk

Earp Avenue, Newark, Nottinghamshire, NG24 4AB

How to apply

Application forms can be found on the Magnus Academy website: <https://www.magnusacademy.co.uk/our-academy/vacancies/>

All application forms must be completed fully with email addresses provided for **two** referees.

Equal Opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues. Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

All applications are reviewed with your protected characteristics anonymised. This is in line with our commitment to being an equal opportunities employer.

If you would like to discuss any accessibility requirements for the application process or the role, please contact HR@magnusacademy.co.uk and we will be happy to discuss.

Interview

Interviews for this role will take place on W/C Monday 2nd March 2026. If you have not heard from us within three weeks of the closing date, please assume you have unfortunately been unsuccessful this time.



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& NOTTINGHAM
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