

Success Academy Trust



JOB APPLICATION PACK

Thomas Estley Community College



Station Road
Broughton Astley,
Leicestershire, LE9 6PT



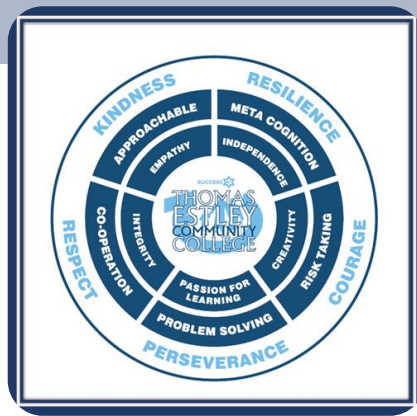
01455 283 263



thomasestley.org.uk

APPLY NOW





Community of Courage & Commitment to Success

Aiming to achieve our best.

Taking full advantage of every **learning opportunity**.

Showing **resilience** through our experiences and challenges.

Seeking out our **talents** and following our dreams.

Reaching out for opportunities to **lead and encourage others**.

Making **a positive difference** and celebrating success.

Including the **whole community**, sharing, caring and giving time as needed.

Treating each other with **kindness, fairness and respect**.

Finding space in our lives for **fun, joy, praise and laughter**.

Additional entitlement for all our Success Academy Trust Staff

Are you **innovative and forward thinking**? Do you want to have a **positive impact** on the young people you are working with? Do you share a **clear vision for improvement**? Do you want to be a driving force to **raise their aspiration and life chances**? Do you work with **passion and enthusiasm in collaboration with like-minded people**?

If you would like to make a difference to young people, building their leadership and character, whilst growing your own leadership skills, we would love to meet you.

In return we can offer **leadership opportunities** across our Success Academy Trust, supported by **career appropriate national SSAT programmes and inhouse leadership training and mentoring, for fast-track leadership development.**

Staff also benefit from a **comprehensive staff wellbeing programme**, including **full Burgundy book pay and conditions**, access to **private medical and wellbeing support**, and a **designated off-site preparation period**, scheduled before or after school, supporting **flexible and focused planning time**



We offer you:

- A fantastic team of staff to work with and be a part of – the ‘Thomas Estley family’
- An inclusive, diverse workplace where everyone can thrive.
- A popular school with a strong academic outcomes and a commitment to success
- Free membership of the SAS Wellbeing scheme (including 24 hours access to GP advice, physiotherapy, counselling and a wealth of other wellbeing services) and our inhouse staff wellbeing enhancement offer
- A personalised ‘Success AT Career plan’ with twice annual review to ensure the right blend of support and challenge
- Commitment to continuing professional development and leadership development
- A generous pension scheme, combined with full teachers pay and conditions
- Induction mentoring, whatever your skills or experience.

Please visit [Success Academy Trust](https://www.successat.org.uk) to view 'Who we are'



Station Road, Broughton Astley, Leicestershire, LE9 6PT Tel: 01455 283 263
admin@thomasestley.org.uk - www.thomasestley.org.uk

Dear Applicant

October 2026

Communications Officer / Personal Assistant

Thank you for your interest in this post. The role contributes more widely to the life and communication of the College, supporting the Senior Leadership Team, Governors, Trustees, staff, students, parents and external stakeholders. This includes supporting admissions and transition, college events, communications, newsletters, student awards and key administrative processes, while helping to maintain positive relationships and present a professional and welcoming image of the College.

Please find below some information regarding the college and this post. You will also find extra information on our college website at www.thomasestley.org.uk. We hope that you will find the information of value in considering and, if appropriate, making your application. For further information or an informal chat, please email PAtothePrincipal@thomasestley.org.uk.

Thomas Estley Community College is a thriving, well-established Leicestershire 11-16 Community College, with around 900 students on roll, and very strong links with primary and secondary partners. We are the secondary school within success Academy Trust (including one secondary school, three primary schools and a preschool) and the lead school in TELA – Thomas Estley Learning Alliance, which currently comprises over 30 local schools. We lead local NPQ provision on behalf of Leicester and Leicestershire teaching School Hub and are a satellite secondary SCITT base.

The College is strongly committed in principle and practice to its role as a Community College, including adult learning, intergenerational work, and an onsite preschool. We are proud to have received many awards for excellent practice, we regularly welcome local and national visitors, and our practice in leading training, from Initial Teacher Training to middle and senior leadership level, is well embedded.





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One of our main foci as a college and a Trust is leadership and character development, as we commit to 'Build Leadership and Character Together', and we prioritise a leadership curriculum and enhancement programmes for both students and staff in order to grow a community of present and future leaders.

We have an inclusive provision, also comprising a communication and interaction unit to support our young people, The Oaks at Thomas Estley, as well as hosting a satellite special school base, and we regard ourselves as the Thomas Estley family, including our students and our staff.

The post provides high-quality, confidential and professional personal assistant and secretarial support to the Principal, helping to ensure the effective and efficient operation of the College. The role acts as a key point of contact for the Principal, managing communications, appointments, meetings, visitors, correspondence and a wide range of administrative arrangements with discretion, professionalism and attention to detail.

Applications to the College

If you are interested in an opportunity to become part of our Thomas Estley family and community, then we look forward to receiving your application. This post is subject to enhanced disclosure from the Criminal Records Bureau.

Your application should include a completed form and a letter of application (no more than three sides of A4 please) with the names and addresses of two current professional referees. Please ensure that your letter matches in terms of your philosophy, practice and experience to the items in the job and person specification. Application forms can be found on our website www.thomasestley.org.uk.

We look forward to receiving your application. Please note the closing date for applications is **19 October 2026 at 12 noon**. Applications via email to hr@thomasestley.org.uk.

Yours sincerely

Mandi Collins
PRINCIPAL



Registered in England – Company No: 8135389 VAT Reg: 153227431
College Principal: Mandi Collins - College Manager: R Wheller





Job Title: Communications Officer / Personal Assistant

Grade: 7 point 11 currently £26,832.00 FTE (Actual £23,553.59)

Hours: 37.5 hours per week, term time only plus an additional 37.5 hours to be worked across the year as directed by your line manager

Monday: 8.00am – 3.30pm (1/2 hour lunch)
Tuesday: 8.00am – 3.30pm (1/2 hour lunch)
Wednesday: 8.00am – 3.30pm (1/2 hour lunch)
Thursday: 8.00am – 3.30pm (1/2 hour lunch)
Friday: 8.00am – 3.30pm (1/2 hour lunch)

Responsible to: Principal

Key relationships with: Principal, SLT, Clerk to the Governors, Chair of Governors, Admin/Reception Staff, Support staff

Job purpose:

Contribute to the provision of a comprehensive and seamless support service to the College which improves student outcomes

Key Responsibilities:

To provide a high quality, confidential and personal assistant and secretarial support service to the Principal.

As part of the communications team, act as a public face for the College in communicating with various stakeholders (both existing and prospective), the local community, media and other interested parties



JOB SPECIFICATION – COMMUNICATIONS OFFICER / PERSONAL ASSISTANT

PERSONAL ASSISTANT TO THE PRINCIPAL

- To act as first line of contact for the Principal; to receive telephone calls, post and enquiries on behalf of the Principal and to respond, filter and redirect them as appropriate using discretion and tact to ensure telephone callers and visitors receive a professional response and are dealt with by the appropriate person. To communicate on the Principal's behalf when appropriate, with direction and support from the Principal, by phone, email and letter.
- To receive visitors on behalf of the Principal and to make appropriate arrangements for their hospitality; generating an environment of efficiency and to provide a warm welcome at all times; ensuring refreshments/catering are organised for meetings and visitors on arrival.
- To manage and maintain the Principal's electronic diary of appointments to optimise the best use of time, informing the Principal in advance of forthcoming appointments and commitments, and preparing papers, reports and any other necessary background information required.
- To produce correspondence and reports as required to meet the Principal's requirements
- To communicate, on behalf of the Principal, with parents with respect to enquiries, admissions, complaints, student suspensions, exclusions and relevant rewards and sanctions, providing administrative support and keeping appropriate records.
- Put together weekly staff diary and chair teams diary meeting with SLT on a weekly basis.
- To attend and take notes at meetings during the working day as required to produce an accurate record of proceedings. To attend a weekly or fortnightly one to one meeting with the Principal to discuss strategic and operational matters.
- To liaise with teaching and support staff to organise other meetings with the Principal

**JOB SPECIFICATION – COMMUNICATIONS OFFICER / PERSONAL ASSISTANT**

PERSONAL ASSISTANT TO THE PRINCIPAL (Cont)	• To attend and take notes at meetings during the working day as required to produce an accurate record of proceedings. To attend a weekly or fortnightly one to one meeting with the Principal to discuss strategic and operational matters. • To make arrangements and organise events on behalf of the Principal, as required, including booking of venues, organising meetings, appointments, interviews and travel ensuring that all necessary confirmation of arrangements is undertaken • To liaise with the Trustees, Governors, LA, and other external agencies and partners on behalf of the Principal. • Procedures and all paperwork relating to exclusions/suspensions • To provide support to the rest of the Senior Leadership Team as time and priorities allow. • To liaise as necessary with the Clerk to the Governing Body in respect to the preparation and dissemination of Local Governing Body and Trustee committee documentation especially around college policies. • Monitor external point of contact email accounts, responding to messages and/or passing to the most appropriate person for response • With the Principal, prepare the Term dates for forthcoming year (usually 18 months in advance) • Prepare staff packs for Teacher Days before the beginning of Autumn Term and staff onsite induction materials including lanyards and access cards.
GOVERNORS / TRUSTEES	• Liaison with Governors re organisation of Governor visits and stakeholder voice • To liaise with Clerk to ensure that all college policies are correctly updated and shared upon adoption/ ratification.
COMPANIES	Organisation of: • College photographs (including organisation of students) • Assist with College Visitors as appropriate eg visiting schools

**JOB SPECIFICATION – COMMUNICATIONS OFFICER / PERSONAL ASSISTANT****PROSPECTIVE
PARENTS /
NEW
STUDENTS****Admissions Support including:**

- General KS2/3 transition administration/ liaison with Primary Heads re transition visits
- Letters to Year 6 parents re Open College sessions/ including coordination of attendance
- Organisation of Year 6 Open College days/evening - liaison with Premises/catering/IT
- Act as point of communication at Open College events for Prospective Parents
- Organise and support ad hoc College tours for prospective parents/students
- Updating and circulation of New Parents Handbook; Student Welcome Booklets
- Updating and circulation of College Prospectus/organisation of adverts for events
- Liaise with LCC Allocations Team re any new students throughout the year – applications and appeals and maintain a live list of student numbers
- Liaise with Data Manager/ Team Leaders/ other staff as appropriate re new students
- Prepare Y6 packs for distribution – including admission form etc.

STUDENTS**Support including:**

- Support of other events such as Awards evening and open college events
- Printing/ distribution of Principal Commendations and high achievement awards
- Organisation of College Photos including distribution
- Organisation of Yearbook Team and work with them to produce Yearbook
- Organisation of the Newsletter Team and to support with the parent newsletter.
Support for College Prom/other celebration/fund raising events as time allows
- Awards Events: Co-ordinate list of award winners; preparation and printing of programme; printing certificates; ordering and checking trophies; updating the slideshow/PowerPoints.



JOB SPECIFICATION – COMMUNICATIONS OFFICER / PERSONAL ASSISTANT

PARENTS / OTHER COMMUNITY STAKEHOLDERS

Organisation of:

- College Newsletters
- Website updates including statutory information
- Parents invites to special events (eg Awards Events, etc)
- Parents Forum administration including co-ordination of attendance/ agendas/ feedback
- Parentmail communications to parents on SLTs behalf
- Support with identifying publicity/ news value of student achievements for College
- Instagram posts as part of social media communications

OTHER DUTIES

- Work within the administrative team to provide additional administration duties occasionally and as required.

**Other Specific Duties:**

- To ensure a safe working environment in accordance with Health and Safety Regulations
- To attend fire drills and staff meetings as required
- To attend training events and review meetings as required
- To comply with the requirements of equal opportunities, data protection, copyright and other relevant legislation and college policy
- To respect the confidential nature of personal information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current, but, following consultation with you, may be changed by the Senior Leadership Team to reflect or anticipate changes in the job which are commensurate with the salary and job title.

WHOLE COLLEGE RESPONSIBILITIES:

- Support current policies and recognised good practice within the college
- Be aware of the importance of confidentiality and data protection
- Participate in annual Performance Reviews with your Line Manager, based on agreed objectives.
- Willingness to be flexible in both approach and use of time.
- All tasks should be undertaken with due regard to Health & Safety regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.



THOMAS ESTLEY COMMUNITY COLLEGE - PERSONNEL SPECIFICATION

Job Title: Communications Officer / Personal Assistant

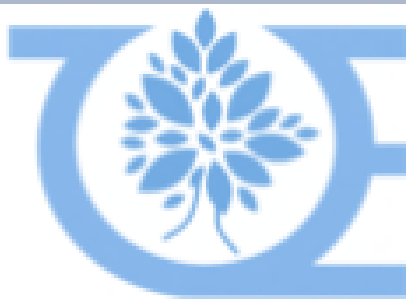
Scale: Grade 7

	Essential	Desirable	How assessed
Qualifications			
Educated to at least GCSE Grade C standard or equivalent in English and Mathematics	✓		Doc/App
Further or higher qualifications in relevant field		✓	Doc/App
Knowledge/Skills			
Experience of working in an office environment	✓		App/Test/ Int
Experience of working in a similar role including making arrangements/organising events.	✓		App/Test/I nt
Experience in working within and/or leading high performing teams	✓		App/Test/I nt
Experience of taking and minutes and organising meetings		✓	App/Test/I nt
Experience of managing and maintaining accurate records/filing systems		✓	App/Test/ Int
Ability to build and form good relationships with students, colleagues and other professionals	✓		App/test/ Int
Ability to remain calm under pressure, de-escalating and managing own and others' emotions	✓		Test/Int
Ability to work constructively as part of a team	✓		App/Int
Excellent and meticulous organisational skills	✓		
Accurate and high quality verbal and written communication appropriate to the audience	✓		
Good literacy and numeracy skills	✓		Doc
Able to understand absorb and prioritise a wide range of information	✓		



THOMAS ESTLEY COMMUNITY COLLEGE - PERSONNEL SPECIFICATION

	Essential	Desirable	How assessed
Knowledge/Skills			
Ability to manage and deal with confidential data/issues appropriately	✓	✓	App/Test/ Int
Ability to use or swiftly learn to use software including Word, Powerpoint, Excel, SIMS, MIS		✓	App/Test/I nt
Ability to edit websites or willingness to undergo training		✓	
Demonstrate the college's core character traits of Kindness, Respect, Courage, Perseverance and Resilience	✓		App/Test/I nt
Ability to show initiative and prioritise one's own work and that of others even when under pressure	✓		App/Test/ Int
Able to follow direction and work in conjunction with Principal	✓		App/test/ Int
Able to work flexibly to support others and respond to unplanned situations	✓		
Able to attend evening parents' events on occasion as required	✓		Test/Int
Desire to enhance and develop own skills through training	✓		App/Int
Commitment to the highest standards of child protection and safeguarding	✓		Doc
Recognition of the importance of personal responsibility for health and safety	✓		
Commitment to the school's ethos, aims and its whole community	✓		
Other			
Right to work in the UK	✓		



All **Thomas Estley Community College** employees are expected to promote and safeguard the welfare of students at this school.

The job description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed.

Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.

