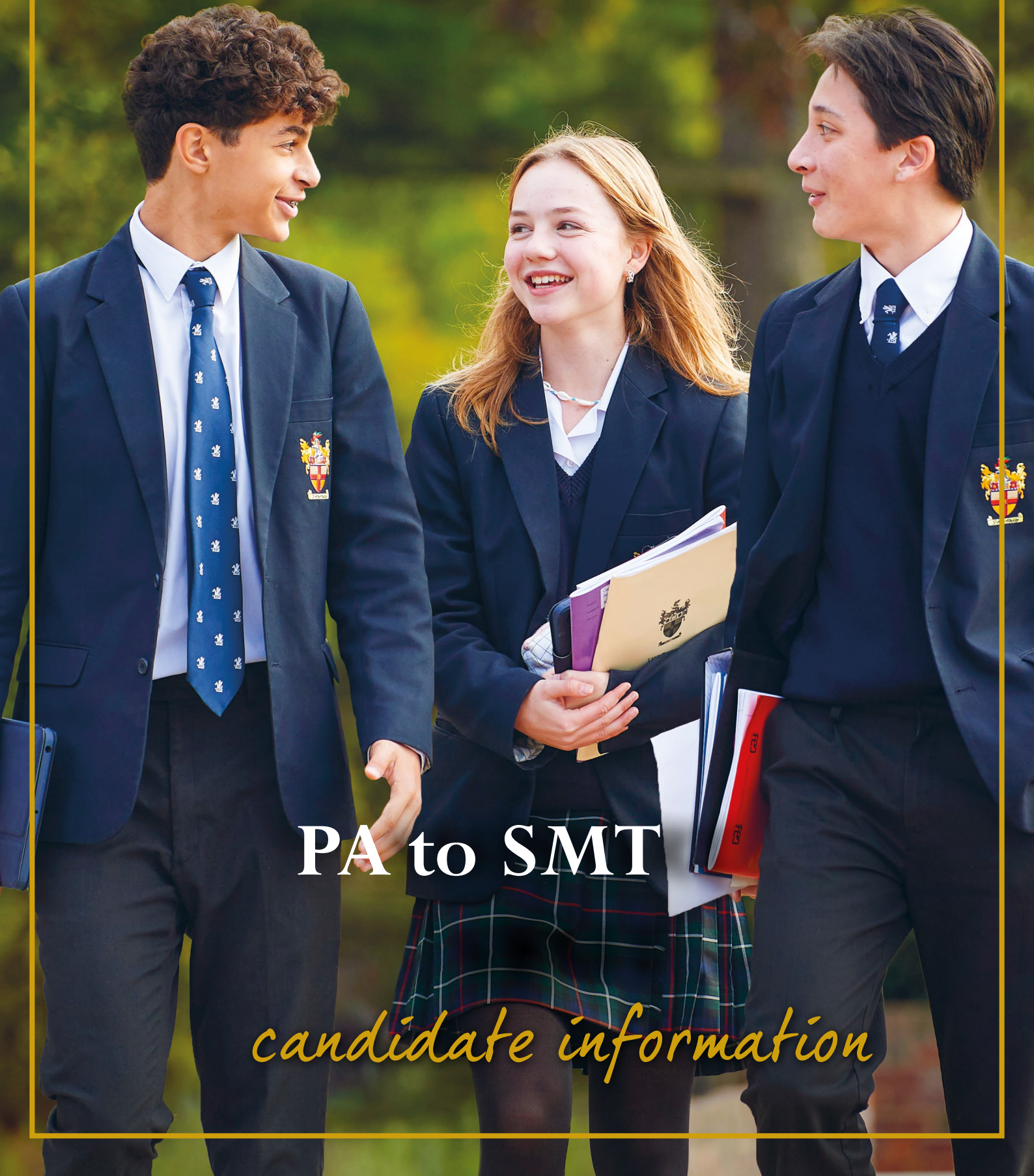




THE **Leys**
CAMBRIDGE



PA to SMT

candidate information

Head's *introduction*

At The Leys, we believe that school is not simply a preparation for life – it is life. That's why we aim to make every pupil's experience here rich with challenge, choice and opportunity. School should be a place of growth and discovery, where young people are encouraged to flourish emotionally, intellectually and socially. It's not a rehearsal for the future – it's a vital and vibrant part of the journey.

Founded in 1875 by the Methodist Conference, The Leys is the only co-educational boarding and day school in Cambridge. We are proud of our heritage, and we continue to uphold values such as kindness, courtesy, respect and integrity. But we are also a forward-thinking school, preparing young people for a world that is constantly evolving. Our location in the heart of one of the world's most dynamic academic and cultural cities gives us a unique advantage – Cambridge is not just where we are, it's part of who we are.

With around 570 pupils, The Leys offers an exceptional breadth of opportunity – from academic excellence to creative, sporting and leadership pursuits. At the same time, our scale allows us to know each pupil as an individual. This strong sense of community and personal attention is central to our ethos. It builds confidence – not just in the classroom, but in every aspect of school life. And that confidence, nurtured in a supportive and ambitious environment, is one of the most powerful gifts we can give our pupils.

I hope this pack gives you a sense of what makes The Leys so special, and we look forward to receiving your application.



Clare Ives
Head

PA to SMT



PA to Senior Management Team
Full Time | Term Time plus (37 weeks per year)
Permanent Post
Salary £30,894 (FTE £37,403 per annum)

We are looking for an enthusiastic and proactive PA to support our Senior Management Team during a period of exciting change for the school.

With previous experience of delivering effective administrative support at a senior level, you will produce high quality correspondence, support meetings, manage diary and email inboxes and coordinate key projects and events.

Previous experience in an educational setting would be an advantage but not essential.

This is a pivotal role supporting a demanding team and we are looking for a confident PA who will be comfortable combining high level administrative support within the fast paced environment of a school office.

You will be working full-time hours (37.5 hours per week) over 37 weeks of the school year. You will work 33 weeks per annum in line with our published school term dates and the remainder of the weeks will be worked on dates agreed in advance with the Senior Deputy Head. We anticipate you will be required to work during the some of the exam results weeks in August along with our annual INSET days (prior to the start of autumn term).



Welcome to *The Leys*



Life at The Leys

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Indeed, our [2025 ISI report](#) identified our school culture and the strength of our community as a **significant strength**. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.

Purpose

The Purpose of The Leys is to play our part in changing the world for the better.

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.



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Pupils contribute in a myriad of ways to school life and the local community. They are exceptionally respectful, kind and courteous to others.



Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that "Inspirational and creative teaching is a significant contributory factor to pupils' positive attitudes to learning" sums up the impact of that individuality. That said, we know that aspects change within education, and we just completed an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at GCSE and close to best at A Level, placing us 67th in the Times Parent Power Rankings for independent schools nationally, and 84th for all schools. At GCSE 86% of all grades awarded were 9, 8 or 7, and 38% were graded 9, and at A Level 85% of results were grade A*-B. The School uses value added as an important measure of success and we are delighted that all our 2025 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.

Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.

“ A thoughtfully planned extra-curricular programme, that is responsive to the interests and talents of pupils.



The Role

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PA to SMT

Main purpose of the role:

The PA to the Senior Management Team (SMT) provides comprehensive, proactive, personal assistance to the School's Senior Management Team, working primarily with the Senior Deputy Head, Deputy Head (Academic), and Assistant Head (Academic), anticipating needs and prioritising competing demands. The role is pivotal in enabling the effective operation of the Deputy Heads' offices through proactive diary and inbox management, high-quality correspondence, meeting support, and coordination of events and priority projects. The PA to the SMT acts as a key liaison point, ensuring smooth communication, efficient workflows, and effective follow-up across the organisation.

Key Tasks:

Diary Management

- Pro-active & effective diary management of complex and frequently changing diaries for the Senior Deputy Head, Deputy Head (Academic) and Assistant Head (Academic), including scheduling internal and external meetings, briefings, and events.
- Organise attendance within the UK or overseas as required at external conferences or other events, including booking tickets, making travel bookings, providing an itinerary, collating travel documents, processing any related expenses
- Act as gatekeeper, managing access, prioritising requests, and ensuring efficient use of time.

Inbox and Correspondence Management

- To manage the Senior Deputy Head's inbox, ensuring all emails are acknowledged and prioritised accordingly, sending 'holding' responses as appropriate, flagging up urgent messages and filing emails in a suitable system within Outlook.
- Draft, edit, and quality-assure a wide range of correspondence for the Senior Deputy Head and Deputy Head Academic to a high and accurate specification with meticulous attention to detail, including emails, letters, minutes, briefing notes, spreadsheets, presentations and reports.
- To screen and field telephone calls, respond to emails and all visitors as required, in an appropriate empathetic, friendly, professional manner.
- To facilitate strong internal communications within SMT.
- To communicate with all school staff on behalf of Senior Deputy Head, Deputy Head (Academic), Assistant Head (Academic) or other members of SMT.
- On behalf of the Senior Deputy Head, support The Leys Connection with correspondence to parents.

The Post

Meeting and Documentation Support

- To organise and oversee arrangements for regular or ad hoc meetings for the Senior Deputy Head, Deputy Head (Academic) and Assistant Head (Academic), including booking rooms, organising equipment and A/V support, and ordering refreshments
- Produce and circulate meeting agendas as required, request/prepare and collate all necessary documentation and reports in advance of meetings. Send relevant documentation to attendees in good time and deal with any queries.
- Attend and minute SMT Logistics, HoDs, ASG, Accessibility and EDI meetings; record actions, decisions, and follow-ups as required, circulate minutes and ensure clear tracking and timely completion.
- Attend and minute other SMT meetings on request.

Project & Workflow Management

- Support and, where required, manage discrete projects on behalf of the Senior Deputy Head, Deputy Head (Academic), and / or Assistant Head (Academic), tracking progress against milestones and deadlines.
- To produce 'first drafts' of documents, reports, spreadsheets, presentations as directed.
- Track task completion by Heads of Department on behalf of the Deputy Head (Academic) and / or Assistant Head (Academic) providing follow up where required.
- Collate/present data and documentation in advance of key events such as inspection or relating to examination results
- Make routine enquiry or research calls, contribute to research or other projects.

Administration and Secretarial

- On behalf of the Senior Deputy Head, oversee the administration of detentions, including entry on iSAMS, checking and / or creation of tasks, and communication with pupils and staff.
- On behalf of the Deputy Head (Academic), Proofread Scholarship Examination papers
- Complete routine administrative tasks such as photocopying, filing, shredding, scanning of documents.
- Welcome and look after/supervise any visitors for the Senior Deputy Head/Deputy Head (Academic)/ Assistant Head (Academic).

Event Management and Support

- To support the Senior Deputy Head, Deputy Head (Academic) and / or Assistant Head (Academic) with event coordination as required.
- Manage Prizegiving and Speech Day Prizes.
- Assist the wider School Office and Admissions team with arrangements for other school events as required.

General

- Provide administrative or diary support to other members of the SMT if required.
- Liaise closely with the Head's PA & Bursar's PA and School Office on school matters as required.
- Provide School Office cover as required on a rota basis on Saturdays and during school holidays.
- Process with high priority, any information or documents relating to Safeguarding concerns in line with the school's policies or as otherwise directed, with highest levels of confidentiality.
- Maintain a high degree of confidentiality and handle all confidential correspondence with discretion.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Head or other senior member of SMT as appropriate.

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Person Specification

Criteria	Essential	Desirable
Qualifications	Degree standard education (or equivalent) or significant experience of working at a high level.	Professional training in Administration, Secretarial skills or Office Management
Skills	<p>Ability to produce a consistently high standard of work with a high degree of accuracy</p> <p>Excellent interpersonal skills with a high quality of spoken and written English</p> <p>Meticulous eye for detail (proof-reading documents)</p> <p>Ability to build strong working relationships Professional but approachable, friendly, and pleasant manner</p> <p>Organised and calm – used to multi-tasking and problem solving</p> <p>Able to work well in a team and with initiative independently</p> <p>Ability to support others working under pressure</p> <p>Ability to use initiative to work independently</p> <p>Able to work well in a team</p>	<p>Ability to adapt to the culture of an independent boarding school</p> <p>Able to maintain accuracy whilst working at pace.</p>

Person Specification

Criteria	Essential	Desirable
Experience	<p>Experience providing administrative support at senior management level in a complex and fast-moving environment</p> <p>Experience of proactive diary management, email inbox management and acting as a 'gatekeeper'</p>	<p>Experience of working within an educational or similar environment</p> <p>Experience of a non-commercial workplace</p> <p>Experience of event management</p>
Knowledge	<p>Advanced level computer skills in all Microsoft Office suite including Word, Excel, SharePoint, and PowerPoint</p> <p>Knowledge of GDPR appropriate to a PA role</p> <p>Understanding of safeguarding in a school, appropriate to support SMT</p> <p>Ability to always work with the utmost confidentiality and discretion</p>	<p>Knowledge culture, structure and working of the pressures in an independent school</p> <p>Knowledge of iSAMS or other MIS</p> <p>Knowledge of Microsoft flow or similar programmes, and / or agentic AI use</p>
Other	<p>Flexible approach to working hours, specifically during term time, and occasional early evenings and able to work Saturday mornings on a rota basis</p> <p>Energy and resilience to work under pressure and to tight deadlines</p>	

How to *Apply*

How to apply:

If you are interested in applying, please submit a completed application form including covering letter, to the Recruitment Team (recruitment@theleys.net), The Leys School, Cambridge, CB2 7AD by 09.00 am on 22 June 2026. We reserve the right to withdraw this advert if a suitable candidate is found, therefore an early application is encouraged.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.





THE **Leys**

C A M B R I D G E

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