Newfield

Inspire | Support | Achieve | Together

CANDIDATE INFORMATION BROCHURE

Personal Assistant

Lifelong Learning for All



PART TIME • PERMANENT • BAND E

Start January 2027 | Apply by Friday 20th November 2026 at 5pm

A welcome from the Headteacher

Dear Applicant,

Thank you for your interest in joining Newfield School. I hope this brochure helps you understand both the opportunity and the community you would be joining.

Newfield is a warm, ambitious 4–19 specialist school at the heart of Blackburn. We are proud of our pupils, our families and the expertise of our staff. We are also entering an important period of development: our provision is growing and, from September 2027, will include additional Key Stage 3 and 4 places in Blackburn town centre.

Our shared vision is Lifelong Learning for All. We want every pupil to experience purposeful learning, high expectations and the right support to communicate, participate and become increasingly independent.

Please explore the information that follows. If our values and ambitions resonate with you, I would be delighted to receive your application. To arrange an informal conversation, contact recruitment@newfield.blackburn.sch.uk or call 01254 588600.

Yours sincerely,

Rachel Kay
Headteacher

LIFELONG LEARNING FOR ALL

About our school

Newfield School is a 4–19 specialist school serving approximately 270 children and young people with a wide range of learning needs. Our vision shapes how we think about pupils, staff and the community around us.

Developing learners

Our provision begins with understanding how each pupil learns. Communication, regulation, sensory and physical needs, relationships and belonging are among the conditions that make learning possible. We adapt curriculum, teaching, environments and support so that challenge is ambitious, meaningful and rooted in individual starting points.

Developing capacity

Adults must keep learning if pupils are to do the same. Newfield is a learning organisation where staff remain curious, reflective and evidence-informed. Coaching, professional enquiry and shared expertise help us improve practice. Leadership is distributed: colleagues are trusted and empowered to act, with clear expectations, thoughtful assurance and accountability for impact.

Developing community

Learning extends beyond the school gates. Families bring essential knowledge of their children and lived experience; school contributes educational and specialist expertise. Working with families, services and community partners allows us to create coherent support, richer opportunities and meaningful pathways into adulthood.

Different destinations. Equal ambition.

Success will not look the same for every pupil. Our responsibility is to understand what could become possible next and to find a way forward together.

Our commitment to independence is captured in a long-standing Newfield principle: never do anything for a pupil that they can, could or should do for themselves. We provide the right support, create genuine opportunities and know when to step back so pupils can communicate, choose, participate and achieve more for themselves.

PA
Band E – SCP 9-15
37 hours per week - Term time only

£28,153 to £31,015 salary range pro rata
£14.59 to £16.08 per hour

Newfield School is an impressive, well-resourced special school in Blackburn, Lancashire, providing high-quality specialist education, care and therapy for children and young people aged 4-19 with a wide range of needs, including autism, PMLD, SLD, complex medical needs, sensory impairments and physical disabilities.

We are looking for enthusiastic and committed PA to join our busy, demanding and rewarding school, starting in January 2027.

You will provide admin support to the Headteacher, wider SLT and the administration function in Business Services. The role will include diary management, taking minutes at meetings, supporting the headteacher with meetings, co-ordination of paperwork from a variety of stakeholders and general day to day administration. The role will include the use of Arbor and other school packages. Experience of work in a secretarial role is preferred.
This role is ideal for highly organised people who have experience of using Microsoft packages (in particular Microsoft Excel, Microsoft Teams) and like variety, multi-tasking and enjoy going the extra mile to help others whilst delivering a great administrative service in a busy and demanding environment.

The working pattern of the post is detailed below:

- Proposed hours are 9:00am to 5:00pm Monday to Friday with one day finishing at 4.30pm, this can be discussed with the successful candidate
- Actual salary range - £24,215 - £26,677 based on working pattern during term time

Find out more about our school by visiting www.newfield.org.uk.

Completed application forms are returnable to recruitment@newfield.blackburn.sch.uk or to Newfield School, Old Bank Lane, Blackburn BB1 2PW

Closing Date: **Friday 20th November 2026 at 5pm**

Selection Process: **Monday 30th November 2026**

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Please note that in line with Keeping Children Safe in Education 2026 an online search will be carried out as part of our due diligence on shortlisted candidates.

This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to a satisfactory check supplied by the Disclosure and Barring Service. The check will include any cautions, reprimands or final warnings as well as convictions.

Please note that incomplete applications will not be considered

Application and key dates

Post	Personal Assistant
Terms	Part time, permanent | Band E
Start	January 2027
Closing date	Friday 20th November 2026 at 5pm