



PA to Principal (HR admin.)

Salary: Pt 28 £34925

Contract: Full Time, Permanent. 39 weeks per year (plus 2 weeks)

Start Date: September 2026

Firstly, thank you for your interest in becoming part of ATAM Academy. This is a very exciting and unique opportunity to work at a growing faith school supporting the Principal in their duties.

As our school grows each year we continue to build a team of committed support professionals. As such, we are looking for a new member of our administration team to join an exciting, expanding school that works with a fabulous community of learners, parents and stakeholders.

ATAM Academy is part of One Multi Academies Trust (OMAT) and is our first "all-through" school. OMAT is a Multi Academy Trust with 1 other secondary school based in Wolverhampton.

We are seeking an experienced, inspirational and motivated administrator who will support the Principal in the smooth day-to-day operations of a complex organisation. We are looking for a colleague who demonstrates drive, commitment and creativity to support us in providing the best possible opportunities for our staff and pupils.

Atam Academy is an all-through Free School which opened in September 2016. In September 2025 we admit our final cohort into Year 13, we will then be open in every year group from Nursery to Y13 with approximately 1250 pupils. This is an exciting time to join a professional and determined staff team who have made rapid improvements over the current academic year.



ATAM Academy Achievements Summer 2025

EYFS

	National	ATAM	Difference
EYFS GLD	68%	83%	12%

Phonics (Year 1)

Phonics Pass	National	ATAM	Difference
Year 1	81%	90%	9%

MTC - Multiplication Tables Check (Year 4)

	National	ATAM	Difference
Average /25	21	24.5	+3.5
Full marks	37%	77%	40%

KS2 - Year 6 SATs

Expected +	National	ATAM	Difference
Reading (107.13)	75%	87%	12%
GPS	73%	89%	16%
Maths	74%	90%	16%
Writing (109.43)	72%	86%	14%
RWM	61%	81%	20%

Greater Depth +	National	ATAM	Difference
Reading	33%	44%	10%
GPS	30%	60%	30%
Maths	26%	52%	26%
Writing	13%	19%	6%
RWM	8%	19%	11%

KS4 - Year 11 GCSEs

	National	ATAM	Difference
Attainment 8	45.9	57.00	11.10
English and Maths 4+	64.5%	82.9%	18.4%
English and Maths 5+	45.2%	67.5%	22.3%



In June 2024 OFSTED graded Atam Academy **Good** in all areas and in May 2025 our Section 48 Faith Inspection graded Atam Academy as **Outstanding** in all areas.

We are very proud of these outcomes and demonstrate our commitment to providing a World Class provision for all our pupils.

Within your application you should state clearly why you are the ideal candidate for this role stating examples of where you have had significant impact on academic standards and evidence how you meet the person specification. The Job Description and Person Specification are attached with this advertisement.

How to Apply

To apply for this post please visit our website and complete the online application form (only the Atam application form will be accepted) and equal opportunities form on the ATAM school website.

Closing time and date for applications is 09.00 on Monday 22nd June 2026

Please visit our [website](#) where you can read more about our school and One Multi Academies Trust.

For any questions regarding the vacancy or a visit to the academy please contact Jatinder Bharji, PA to the Principal hr@atamacademy.com

Thank you again for your interest in this post and I look forward to receiving your application.

Chris Steed

Principal - ATAM Academy