



## HR Officer/PA to Headteacher

**37 hours per week, term time plus two weeks (worked during the school holidays)**  
**Permanent Contract Monday and Wednesday 8.00am – 4.00pm, Tuesday 8.30am – 4.00pm,**  
**Thursday 8.30am - 5.30pm, Friday 8.30am – 3.30pm**  
**with a half hour unpaid lunch break**  
**Grade 11 £32597 - £36363 per annum pro rata**  
**Actual Starting Salary £29272**

We are looking for a committed and supportive HR Officer/PA to Headteacher to provide a comprehensive and professional service. This includes operational HR support, recruitment and ensuring compliance with employment legislation and Trust policies.

You will have experience of working in a busy environment and working to high standards. You will be proficient at managing diaries, administering meetings, preparing papers, taking minutes, writing publicity material and can handle many projects at the same time.

You will be the first line of contact for the Headteacher, providing a warm welcome to visitors and other contacts whilst operating at the highest professional standards to support the Headteacher.

Experience of working in a confidential environment is paramount to this role, due to the many and varied matters dealt with on a daily, weekly and monthly basis.

### Candidates will need to demonstrate the following:

- Ability to work in a fast-moving environment, often with conflicting priorities.
- Excellent written and communication skills.
- Outstanding interpersonal skills and be able to communicate with staff, students, parents and our community, using tact and discretion to ensure a professional response.
- Competent at using Microsoft Office suite of applications.
- Ability to work efficiently under pressure whilst always maintaining calm and professional.

### What we can offer:

- Professional induction, training and continued professional development opportunities.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.
- Exciting opportunities as part of a growing multi-academy Trust.
- As a member of support staff at Kings Academy, employed by the Wessex Learning Trust, you will be enrolled in the Local Government Pension Scheme with a generous employer contribution in excess of 20%, subject to pension eligibility criteria.

**Closing date: Monday 8 December 2025 – 8am**

**Interview date: TBC**

**We reserve the right to close the advert before Monday 8 December 2025 if a suitable candidate is found so recommend early application**

To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mrs J Cowper (Headteacher). Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by post to the HR Department or by email to [jobs@kovessex.co.uk](mailto:jobs@kovessex.co.uk)

