



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 12 £28598 - £32061 per annum pro rata
Actual Starting Salary £25452

We wish to appoint a highly motivated and dynamic Personal Assistant to the Headteacher.

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.
- Local Government Pension Scheme with a generous employer contribution in excess of 20%, subject to pension eligibility criteria.

Closing date: Monday 13 October 2025 – 8am

Interview date: TBC

We reserve the right to close the advert before Monday 13 October 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@kowsessex.co.uk

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check

