



**Job Title: Headteacher's Personal Assistant**

**Location: Miltoncross Academy**

**Salary / salary range: PCC SCP 15-19**

**Full FTE Salary SCP 17 - £33,865**

***Actual Salary (Term time only) - £28,901***

**Hours: 37 Hours/week. Term time only**

**Closing date: 2<sup>nd</sup> February 2026**

**Interview date: w/c 9<sup>th</sup> February 2026**

**Start date: As Soon As Possible**

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## Headteacher's PA

At Miltoncross Academy, we are unapologetically ambitious for our young people. Our five-year vision is clear: **by September 2030, Miltoncross will be the top non-selective school in Portsmouth for student progress.** Every student will leave us having exceeded expectations — academically, personally and socially — because we believed in them, challenged them and never settled for less.

To achieve this, we are building a culture defined by high standards, warm relationships and a relentless focus on doing the right work for the right reasons, every day. Our staff team is united by a shared purpose: to create a school where excellence is normal, kindness is instinctive and every young person feels known, valued and championed.

We are now seeking a **highly professional, proactive and discreet Personal Assistant to the Headteacher**; someone who will play a central role in enabling strong, focused leadership as we work towards our 2030 goals.

## About the Role

The Headteacher's PA is the organisational heartbeat of the school. You will work closely with the Headteacher to ensure that their time, energy and attention are directed where they have the greatest impact: leading staff, driving improvement and securing exceptional outcomes for students.

Your responsibilities will include:

- **Expert diary and workflow management**, ensuring the Headteacher's priorities are protected and executed with precision.
- **High-quality communication**, including drafting correspondence, preparing documents and managing sensitive information with absolute confidentiality.
- **Coordinating meetings, briefings and events**, ensuring agendas, papers and follow-up actions are always clear, timely and purposeful.
- **Acting as a trusted first point of contact** for staff, families, governors and external partners, modelling professionalism and warmth at all times.
- **Supporting key school improvement processes**, helping to maintain the systems and structures that underpin our journey to becoming Portsmouth's highest-performing non-selective school.

This is a role for someone who thrives in a fast-paced environment, takes pride in excellence and enjoys being at the centre of a vibrant, mission-driven organisation.



## About You

We are looking for someone who:

- Brings **exceptional organisation**, attention to detail and is calm under pressure.
- Communicates with clarity, warmth and confidence.
- Handles confidential information with integrity and sound judgement.
- Is proactive, solutions-focused and able to anticipate needs before they arise.
- Enjoys working collaboratively and contributes positively to school culture.
- Believes in the power of education to transform lives and wants to be part of a team that refuses to settle for less.

## Why Miltoncross?

Joining Miltoncross now means joining a school on a purposeful upward trajectory. You will be part of a committed, optimistic and values-driven staff team working together to deliver something exceptional for our community.

We offer:

- A supportive, collegiate environment where staff development and wellbeing matter.
- Clear systems and routines that free staff to focus on what makes the biggest difference.
- Modern facilities and a positive working atmosphere.
- The opportunity to play a meaningful role in a school with a bold, credible and exciting vision for the future.

## Safeguarding and Equal Opportunities

Miltoncross Academy and TKAT are committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check and safer recruitment processes.

We welcome applications from all suitably qualified candidates. We are committed to equality of opportunity and to building a diverse, inclusive workforce.

If you'd like to arrange a visit to Miltoncross or you just fancy a confidential and informal conversation with the Headteacher, please do not hesitate to contact the Business Director at [andi.guinea@miltoncross-tkat.org](mailto:andi.guinea@miltoncross-tkat.org)

We'd be thrilled to hear from you!

*We reserve the right to withdraw this advert early if a suitable candidate is found before the advertised closing date.*