

PERSONAL ASSISTANT TO HEAD OF SCHOOL - Required for Sept 26

About the Role:

Wollaston School is seeking a proactive and highly organised PA to provide dedicated support to our brand new Head of School, who will join us in September. This is an exciting opportunity to be at the heart of the school's leadership, supporting the Head's successful transition and helping to establish their priorities for the future.

Key responsibilities include:

- Acting as the main point of contact for the Head of School during their onboarding and initial term
- Managing a complex diary, communications, and correspondence
- Supporting induction, stakeholder introductions, and initial projects
- Providing high-quality administrative and secretarial support
- Assisting with the organisation of key meetings and school events



About You:

We're looking for someone with experience as a PA, executive assistant, or similar role – ideally in an educational setting. You'll be confident, discreet, and able to handle sensitive information, with excellent organisational and communication skills. You'll play a central role in supporting the Head of School and building strong relationships across our school community.

About Us:

Wollaston School is a thriving, inclusive secondary school with 1,400 pupils, located in the beautiful setting of Wellingborough, NN29. We are committed to continuous improvement, high standards, and providing the very best for our students.

Closing date for receipt of applications: Monday 13th July 2026 @ Midday

**Availability required from candidates on 16th July, with interviews to be held:
20th & 21st July 2026.**

To complete our application form, please visit: <https://nenevalleypartnership.com/join-our-team/>

**Please email a cover letter, detailing your suitability for this role to:
nvp-recruitment@nenevalleypartnership.com**

Wollaston School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check, a medical check and the provision of two references one of which MUST be your most recent or last employer.



Vacancy details:

Grade H

37 Hours per week

52 weeks per year

£29,540 - £32,497 Actual

Salary

**Flexibility required for School
Events**



**Nene Valley
Partnership**

Excellence in Education