



Personal Assistant to the Headteacher

H8 (£34,434 - £37,280) + London Fringe (£729) FTE

Hours: 37 hours per week, term time + 3 weeks

Start date: September 2026

We are seeking a dedicated and highly organised individual to provide high-level and confidential administrative support to the Headteacher while ensuring the smooth day-to-day operation of the Main School Office and Reception area.

Presdales School is a single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed into the Sixth Form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a

world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up.

Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

The school is committed to safeguarding and promoting the welfare of young people and expects staff to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, referencing and other vetting checks, including online searches.

Closing date for applications:

9.00am, Thursday 14th May 2026

Please submit:

- **A letter of application, no more than two sides of A4, outlining how you meet the person specification**
- **A completed application form (available on the school website)**

Presdales School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/ or with protected characteristics, to apply.

You can post your application to the school, or send by email to:

recruitment@presdales.herts.sch.uk

Please note that CVs will not be accepted. Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit.





Job Description / Person Specification

Role	Personal Assistant to the Headteacher
Responsible to	Headteacher
Salary range	H8 (£34,434 - £37,280) + London Fringe (£729) FTE
Hours	37 hours per week, term time + 3 weeks

Core Duties

- To provide high level and confidential administrative support to the Headteacher and to ensure the smooth running of the Main School Office and Reception areas on a day-to-day basis.
- To coordinate the Recruitment function of the school, from the placing of the advertisements through to the facilitation of the interview days and the onboarding process.
- To provide compliance, strategic and administrative support in the coordination and logistics of major school events such as Speech Day and Secondary Transfer Evening.

Duties and responsibilities

The successful candidate will:

- Provide confidential PA support for the Headteacher.
- Provide diary management for the Headteacher ensuring time is prioritised for strategic tasks and to facilitate internal and external meetings where appropriate.
- Provide day-to-day support for the Headteacher as and when required for administrative tasks.
- Provide support for high-level meetings – taking minutes and sending out documentation for governance and compliance issues, e.g. the school complaints process.
- Receive visitors for the Headteacher and ensure that appropriate arrangements are in hand (including hospitality) for the Headteacher's visitors and meetings.
- Place advertisements for vacant positions at the school.
- Administer the Recruitment system including the bank of job templates and job descriptions for the roles within school.
- Ensure that all references are requested, chased and received in accordance with the guidance of Keeping Children Safe in Education.
- Coordinate the shortlisting process for the fulfilment of vacancies across the school.
- Organise the interview process and coordinating the panel for the day and the scheduling of the interview itself.
- Provide reports and analysis of the recruitment across the school for governance reporting.
- Work alongside the School Business Manager to coordinate the onboarding process for new recruits to the school, carrying out pre-employment checks and completing contract paperwork.
- Maintain confidential files and records.
- Booking safeguarding training for all new staff.
- Completing suspension and exclusion paperwork.
- Organising staff exit interviews with the Chair of the Trust Board.
- Coordinating the production of the staff handbook.
- Support Ofsted inspections, audits, and other external reviews by collating documentation and coordinating logistics.
- Develop and maintain efficient administrative systems to support the work of the Headteacher
- Track deadlines, strategic projects, and school improvement priorities.
- Preparation or resources for events led by the Head.
- Contribute to the smooth running of leadership processes across the school.

Knowledge and Experience

The successful candidate will:

- Have experience of working in an office environment.
- Have high levels of organisational skills and ability to prioritise own and others workload.
- Have excellent people skills and telephone manner.
- High standard of written and oral communication.
- Work well as part of a team.
- Be able to work unsupervised and use own initiative.
- Be reliable.

Professional Standards

- Work with discretion, integrity, and professionalism at all times.
- Demonstrate flexibility and adaptability in a fast-paced school environment.
- Uphold the values and ethos of the school in all interactions.
- Strive to meet high standards of delivery in all administrative, executive, and communication duties.

General requirements

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to school policies.
- Undertake any other reasonable duties required.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

recruitment@presdales.herts.sch.uk