



June 2026

Dear Applicant,

Thank you for your interest in the Admin Assistant & Personal Assistant to CEO post at The University of Winchester Academy Trust, based at Halterworth Primary School in Romsey.

The University of Winchester Academy Trust (UWinAT) is currently a family of 8 schools. Our Sponsor the University of Winchester is recognised for its outstanding practice in teacher training and this supports our schools to develop excellent practice.

Over the past 12 months we have welcomed another three schools into our family, and the central team now needs to expand and strengthen the delivery of outstanding back-office services to our schools.

Our Trust is an exciting and supportive place to work and we pride ourselves on offering career development opportunities to all.

To find out more about our Trust and our family of schools please visit our website [University of Winchester Academy Trust - Home](#)

To enable you to fully understand what the University of Winchester Academy Trust has to offer you, I would encourage you to come and meet us. I would be delighted to welcome you to the central team office to answer any questions you may have. Please contact hr@uwinat.co.uk to arrange an appointment.

The closing date for applications is Friday 26th June. However please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date.

I look forward to hearing from you.

Nic Wells

CEO



Admin Assistant & PA to the CEO

Closing date: Friday 26th June

Please submit your application at the earliest opportunity as we will invite suitable candidates to interview before the closing date.

Job Start Date: ASAP

Contract/Hours: Permanent, 20 hours per week, 43 weeks per year

Salary Type: Support Staff

Salary Details: Grade C £25,186-£26,244 (Actual salary £12,785.76-£13,322.88)

Location of Role: Working as part of the central team, hybrid/remote working options

Contact e-mail address: hr@uwinat.co.uk

Job/Person Summary

Due to the expansion of our Trust, we have a new and exciting opportunity for someone to join the central team supporting the work of our busy CEO. The successful candidate will provide dedicated administrative support to our CEO, ensuring her schedules run smoothly and efficiently. Day-to-day duties will include managing diaries, emails, organising meetings and preparing important documents. Organisational skills and attention to details will be key to helping our organisation operate seamlessly, all while maintaining the highest level of discretion and professionalism.

Our ideal candidate will:

- Have previous experience of working in a school-based environment
- Be friendly, but professional and discreet maintaining confidentiality at all times
- Be unflappable (on the surface anyway!)
- Have excellent communication skills
- Be reliable, well organised with strong attention to detail
- Confident using a variety of digital systems including Microsoft Office and Teams.
- Ability to work independently and as part of a team
- Able to deliver information in a succinct way

In return we can offer you:

- The chance to work for an organisation delivering high quality education across all our schools
- Flexible working arrangements
- High quality professional development and leadership support
- Local Government Pension Scheme (including 17.9% employer contribution and 50/50 option)
- Confidential wellbeing support services
- Free Flu vaccinations and eye tests
- Cycle to work scheme
- General annual leave, increasing with service
- The chance to work with amazing colleagues within a supportive team environment



Application Procedure

Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted**. If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on the University of Winchester Academy Trust website: [University of Winchester Academy Trust - Home](#)

Please submit your application as soon as possible as we may invite candidates to interview before the closing date. Closing Date: Friday 26th June

For an informal conversation about the post or to arrange to meet our CEO, Nic Wells, please contact the Trust by email at hr@uwinat.co.uk.

Completed application forms should be returned by the closing date to Nic Wells, CEO via email at the above address.

Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.

Artificial Intelligence (AI) tools

We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

- AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
- AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
- Ensure the information provided genuinely represents your own voice and experience
- You must not provide false or misleading information
- If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

Safer Recruitment Statement

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.



Job description Admin Assistant & PA to Chief Executive Officer

Location:	Working as part of the central team, hybrid and remote working options
Responsible to:	CEO
Hours:	20 hours per week, 43 weeks per year
Salary:	Support staff pay scale C

Main Purpose of Job:

1. To provide effective, efficient and personal administrative support to the CEO adhering to confidentiality at all times.
2. To work effectively with the central team to ensure provision of an efficient and outstanding administrative support service to the Trust.
3. To work under own initiative to ensure workload is prioritise and efficiently completed.

Main Duties & Responsibilities

- Provide dedicated confidential and proactive support to the Chief Executive Officer ensuring accuracy and confidentiality at all times.
- Undertake a variety of administrative, Personal Assistant and ad-hoc duties on behalf of the Chief Executive Officer
- Diary management for the Chief Executive Officer to ensure effective planning/preparation including:
 - Email management
 - Scheduling meetings
 - Preparation and circulation of documentation including agendas and papers within agreed timescales
 - Screen incoming enquiries
 - Greet external visitors
- Co-ordinate internal and external meetings, schedule appointments and provide support to the Chief Executive Officer, including organisation of refreshments, book meeting rooms and co-ordinate diaries as required.
- Manage the accurate collation, research, preparation and timely distribution of information, papers, reports and other relevant documentation together with travel arrangements to ensure the Chief Executive Officer is fully prepared for all meetings, conferences and events.
- Ability to write and produce reports, correspondence and documentation using own initiative and as directed in relation to specific and confidential matters on behalf of the Chief Executive Officer.
- Support the planning and coordination of Trust events, internal and external.
- Effectively liaise and communicate with academy staff, administrative teams and external agencies, particularly parents, representatives of the LA, Trustees, Governors and our local community.



- Work with Senior Leadership Team to ensure the efficient and effective running of whole Trust events.
- Work with the Governance Professional and governing bodies to provide support on behalf of the Chief Executive Officer.
- Produce documents as directed using a variety of platforms, to include Canva, PowerPoint, Word and Excel.
- Deal with staff, pupils, families, and the general public enquiries either face to face, electronically, or telephone. Ensuring responses are dealt with in a timely and accurate manner and providing excellent customer service.
- Attend meetings and training sessions as required.

Additional Responsibilities and requirements

- Support the aims, values, vision, mission, and ethos of the academy/trust and participate in a team approach to all aspects of academy life. Be involved in extra-curricular activities, e.g. open days, academy events.
- UWinAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS).
- UWinAT is committed to the safety and well-being of all staff and pupils and as such the post holder will need to be aware of health and safety issues and act in accordance with Health and Safety policies.
- To participate in Performance Management and contribute to the identification of your own development needs.
- Maintain awareness of and commitment to the Trust's Equal Opportunity Policies in relation to both employment and service delivery.
- UWinAT is committed to the implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities.

This list is not exhaustive, and other duties may be required as part of the role, at the discretion of the Chief Executive Officer and commensurate with the grade and level of responsibility.



Person Specification
Admin Assistant/Personal Assistant to CEO

Candidates should ensure that they meet the essential criteria for qualifications, experience and supporting evidence.

Educational and Professional Qualifications	Essential/ Desirable	Assessment
Level 3 Business Administration qualification	D	Application and CPD record
Experience of providing an excellent administrative service in a relevant setting	E	Application
GCSE (or equivalent) in Maths and English Grade C or above	E	Application
Knowledge and Experience		
Ability to apply numeric and thorough analytical skills to produce accurate, timely and meaningful information	E	Application and CPD record
Ability to collate, co-ordinate and present data within set deadlines	E	Application Interview
High level of computer literacy and demonstrable ability to make use of the technology available including Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, Canva and other ICT Programmes	E	Application and CPD record
Experience of working as a Personal Assistant	D	Application /Interview
Experience of supervising staff	D	Application /Interview
Experience of working in a school / education environment	D	Application /Interview
Knowledge of working with Arbor database	D	Application /Interview
Experience of Project Management	D	Application /Interview
Skills and Personal Attributes		
Excellent communication and presentation skills – both oral and written	E	Application Interview
Able to deliver excellent customer service both externally and internally	E	Application Interview
Strong IT skills across all common and industry specific programmes	E	Application Interview Reference
Be able to deal with complex enquiries and ensure confidentiality is maintained at all times	E	Application Interview
Be able to work effectively as part of a team	E	Application Interview
Excellent organisation, time management and prioritisation skills	E	Application Interview



Ability to meet deadlines and work well under pressure without compromising accuracy	E	Application Interview
Ability to work effectively in a confidential environment and maintain appropriate confidentiality	E	Application Interview
Ability to work in a flexible and innovative way and willingness to embrace new ideas	E	Application Interview
Ability to drive, car owner and work across all academy sites	E	Application Interview