



The HENRY BEAUFORT School

At The Henry Beaufort School, there are no limitations to success.

www.beaufort.hants.sch.uk

Priors Dean Road
Harestock
Winchester
Hants SO22 6JJ
Tel: 01962 880073

admin@beaufort.hants.sch.uk

Headteacher: Miss S Hearle

A Top Ten School in Hampshire for GCSE results 2024

Personal Assistant to the Headteacher, Hampshire

APPLY BY:

Wednesday 23rd April 2025

INTERVIEWS:

Friday the 9th of May 2025

LOCATION:

Winchester, Hampshire

CONTRACT TYPE:

Full Time - 37 hours per week, term time plus 3 weeks

Hours to be worked daily 8.00 am-4.30pm (4pm Friday)

SALARY:

Grade D £26,918 - £29,616 FTE (£24,795 - £27,280 actual salary) depending on experience and qualifications.

Do you want to be part of 'an inclusive school community' where students have excellent academic outcomes and where all staff 'have high expectations' of themselves and our students? [Ofsted 2023]

Then our Headteacher needs your professional support as her Personal Assistant.

The successful candidate will:

- Be the principal contact between the Headteacher and all stakeholders, both within and outside the school, with responsibility for line managing the reception area.
- Support the Headteacher with marketing the school focusing on open school events and the promotion of the school through our social media platforms.

We are looking for an enthusiastic, approachable professional to join our team. You will need to be able to think strategically, working alongside the Headteacher to prioritise and manage workload to successfully deliver to deadline.

Essential skills:

- Good GCSE grades (including English and Mathematics at grade C/4 or above)
- The ability to be flexible on occasions with the hours worked.
- To have excellent administrative and organisational skills
- To have excellent ICT skills
- To have a working knowledge of press releases and the power of social media for marketing
- An ability to use initiative, be self-motivated and work under pressure
- Experience of working in high pressured situations sometimes dealing with complex personnel issues
- Good interpersonal and communication skills
- A good sense of humour and the ability to work as part of a team
- The ability to successfully manage internal and external partners and their expectations
- The skills set of punctuality, reliability and loyalty

The postholder will require discretion, diplomacy and be able to uphold confidentiality in all matters.

Desirable skills:

- Experience of working in a fast-paced education setting
- Experience of line management
- Advanced Microsoft Word skills and knowledge of management information systems and databases

This is an excellent opportunity to join a very successful secondary school where students thrive academically and culturally.



The HENRY BEAUFORT School

At The Henry Beaufort School, there are no limitations to success.

www.beaufort.hants.sch.uk

Priors Dean Road
Harestock
Winchester
Hants SO22 6JJ
Tel: 01962 880073

admin@beaufort.hants.sch.uk

Headteacher: Miss S Hearle

Benefits

- ✓ On site nursery available
- ✓ Free on-site parking
- ✓ Local Government pension scheme
- ✓ Become part of a supportive and sociable team
- ✓ We provide staff with a range of free access to Education Mutual benefits to support well being
- ✓

Roles and responsibilities

To provide a comprehensive and confidential secretarial service to the Headteacher to ensure all matters are dealt with discretion and diplomacy, including GDPR and data protection regulations in respect of staff and student data

Deliver a first-class secretarial and administrative service to the Headteacher, including:

- o Managing diaries and meeting schedules.
- o Preparing presentations, reports, and minutes.
- o Preparing, checking and formatting school letters with a high level of accuracy and efficiency
- o Supporting recruitment activities.
- o Be the first point of contact for the Headteacher with people from both inside and outside the organisation who contact her
- o Screen phone calls, enquiries and requests, and handle them when appropriate
- o Organise and attend meetings and ensure the Headteacher is well prepared for meetings
- o Devise and maintain office systems, including data management and filing

To manage and coordinate social media postings and press releases to promote the school and its activities, producing an academic year planner based on events in the school calendar

To work closely with the Senior Leadership Team taking minutes for their meetings

To take minutes for whole school briefings and pastoral briefings [Tuesday and Thursday mornings]

To be a member of the Senior Management Team, meeting weekly and to take minutes for these meetings

To produce documentation to a high standard which includes letters and general correspondence with all stakeholders

To manage the Headteacher's electronic diary; organising meetings and appointments

To work with the Pastoral Team and the Senior Leadership Team to process student suspension notifications and all related documentation. Prepare statistics and information as required by the Local Authority and other statutory bodies

To monitor the admin e-mail account and to action all emails appropriately and to the right personnel

To support the Senior Leadership Team in organising and coordinating school open events

To liaise with primary Headteachers regarding meetings and additional events for primary students and their parents

To liaise with the Personal Assistants of secondary school Headteachers in Winchester

To have a comprehensive understanding of safeguarding children

Please visit our website www.beaufort.hants.sch.uk for further details and an application form.

If you wish to make an informal enquiry or arrange a visit, please ring Andrea Williams on 01962 880073.

To apply:

Applications should be made to the Headteacher. To apply please complete an application form, available from our website www.beaufort.hants.sch.uk/workwithus and return to recruitment@staff.beaufort.hants.sch.uk or please complete an application via TES quick apply by [clicking here](#)

The school is committed to safeguarding children and promoting their welfare. All successful candidates will be subject to a Disclosure and Barring Service check along with other relevant pre-employment checks. Including an online search for all shortlisted candidates.

All Candidates shortlisted for interview will be subject to an online profile search in line with keeping children safe in education (KCSIE) recommendations.