

## PA to Head teacher - Permanent

School Name	Springwell School
Job Title	PA to Headteacher
Salary	Grade 8 SCP 26 – 30 Actual Min £32,978 – Max £37,092 Dependent upon length of service/experience
Hours	37 hours per week, Term time plus 1 week
Start Date	1 <sup>st</sup> September 2026
Closing Date	9 AM, Friday 10 <sup>th</sup> July 2026
Shortlisting date	Monday 13 <sup>th</sup> July 2026
Interview Dates	Thursday 16 <sup>th</sup> July 2026

***An excellent opportunity for a highly organised and proactive Personal Assistant to deliver confidential Headteacher support, diary management, and office administration within a busy SEN school setting.***

We are seeking an exceptional Personal Assistant to join our Outstanding Ofsted rated SEN school, providing high-level administrative and organisational support to the Headteacher and the wider Senior Leadership team.

This key role in the heart of the school is ideal for someone who thrives in a fast-paced environment and can deliver confidential executive support, manage diaries, handle correspondence, and coordinate meetings to ensure the smooth running of daily operations.

Working as a Personal Assistant you will anticipate issues before they arise and ensure that key priorities are progressed effectively. You will play a crucial role in communication, reporting, and school administration, using management information systems and maintaining accurate records. You must be calm under pressure, highly professional and able to manage competing priorities in a busy school environment.

### **Responsibilities**

- Confidential Support: Provide a high-level, confidential Personal Assistant support to the Headteacher and Senior Leadership Team
- Diary Management: Coordinate schedules, meetings, and appointments efficiently
- Communication Handling: Manage email accounts, correspondence, and enquiries promptly
- Meeting Coordination: Organise agendas, take minutes, and arrange venues and catering
- Administrative Support: Maintain accurate filing systems and perform general office administration
- Data & Reporting: Use school MIS systems for reports for discussion at SLT, and the Governing body, data entry, and administrative tasks
- Projects: Undertake specific projects, on behalf of the Headteacher, to include supporting school admissions and school leavers processes
- Documentation Management: Collate and publish key documents, oversee school management plan ensuring senior leaders are provided with timely reminders of statutory deadlines
- Safeguarding: take responsibility for promoting and safeguarding the welfare of children within the school
- Meetings: Attend leadership meetings with an awareness of current issues being the first point of contact for staff, parents, Governors, and other stakeholders
- Line Management: to line manage all administrative school office staff to ensure the smooth and effective running of the school office

**Please refer to the Job Description and Person Specification detailing the full responsibilities and knowledge required for this role.**

### **What can we offer you?**

- Competitive salary with regular salary progression
- Opportunities for CPD
- Free on-site parking
- Pension Scheme



- Support and training
- Excellent development opportunities to grow within a positive and supportive team
- Employee Assistance Programme
- Mental Health and Wellbeing Support

### **Candidate Requirements**

- GCSE in Maths and English 4 – 9 (Grade c and above)
- Educated to A level or equivalent
- PA/Secretarial qualification (e.g. RSA III or equivalent)
- Several years' experience in a Personal Assistant, Executive Assistant, or administrative role, managing multiple complex diaries
- Strong organisational skills with excellent diary management and multitasking ability
- Excellent verbal and written communication skills
- Experience using Microsoft Office (Word, Excel, Outlook) and database systems
- Ability to handle confidential information with discretion and professionalism
- Strong attention to detail and ability to prioritise workload effectively
- Experience working in a busy office or administrative environment
- Ability to communicate with a range of audiences
- Problem solver and ability to use own judgement, within the scope of the school policies
- professional, discreet, and confident managing a busy workload
- Proven ability to provide and receive highly complex, sensitive information, maintaining strict confidentiality

### **How to apply**

To apply, please complete the application form on [www.springwellschool.net](http://www.springwellschool.net) and return to Rachel Ambrey, HR Lead, by email to [recruitment@springwellschool.net](mailto:recruitment@springwellschool.net). Alternatively, please post your completed application to HR at Springwell School, Hinkler Road, Thornhill, Southampton, SO19 6DH. We do not accept CV's. We encourage visits to school prior to application, please email to arrange a time.

### **Interview process**

If successfully shortlisted and invited to interview, there will be

- an administrative task
- 3-panel face to face interview
- Tour of the school

### **Safeguarding**

Springwell School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process including an enhanced disclosure and barring service check. Following recommendations from Keeping Children Safe in Education (KCSIE) for an additional pre-employment check with effect 1 Sept 22, please note, an online search may form part of this recruitment process.

If you do not hear from us regarding your application by Tuesday 14th July 2026, unfortunately this means that you have been unsuccessful on this occasion. We thank you for your interest and wish you every success in your future applications.

*Please note that we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. We may also interview candidates at a mutually convenient time before the closing date, so please submit your application as soon as possible to avoid disappointment.*

