

PA to the Headteacher

37 hours per week, term time only plus one week (40 weeks)
BET Support Grade 5: £29,475 - £32,312 actual (£33,175 - £36,368 FTE)

Required for September 2025, this is an exciting opportunity for the right candidate to undertake the role of PA to the Headteacher and more!

Do you have:

- Previous experience of similar role (in education) or other high level PA position
- Excellent attention to detail
- Excellent IT skills including knowledge of Microsoft applications such as Word, Excel and PowerPoint
- Excellent written and verbal communication and highly developed interpersonal skills
- The ability to work on own initiative and organise teams
- The ability to prioritise workload, work under pressure and to tight deadlines
- Good general standard of education including as a minimum GCSE (or equivalent) Mathematics and English Language grade A-C/9-5

We offer:

- A friendly, supportive and collaborative team of education professionals
- Local Government Pension Scheme
- The benefit of being part of a Multi-Academy Trust offering the support of experienced colleagues across our schools and greater opportunities for career progression

This is an often-reactive role, liaising with multiple stakeholders daily to support the School and Trust Executive Headteacher whilst maintaining the flow and operation of day-to-day school activities and events.

The successful candidate will need to demonstrate they are able to act with autonomy and authority. Reliability and pro-activity, as well as the ability to problem-solve and embrace the school's Enjoy, Respect, Achieve ethos.

Please visit our website for more information www.petersfieldschool.com (go to the 'About', then 'Vacancies' section) for an application form.

Potential candidates are advised to apply as early as possible as we reserve the right to interview at any time. Short-listed candidates will be subject to pre-employment checks, including enhanced DBS checks, online/social media checks and satisfactory references.

Proud to be part of the Bohunt Education Trust

Completed applications should be sent to recruitment@petersfieldschool.com

Closing date for applications: **Monday 18 August 2025, Midday.** Interviews thereafter.

The Petersfield School is part of the highly successful Bohunt Education Trust (Multi Academy Trust). More information on this can be found at www.bohunttrust.co.uk.

The Petersfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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enjoy respect achieve

