



KINGS'

SCHOOL · WINCHESTER

Headteacher's PA

Grade D £26,405 – £29,616 FTE (actual £24,174 - £27,114)

Hours 7:45 – 4pm, Monday to Friday, 39 weeks

We are looking for an enthusiastic and approachable person to join our excellent school support team.

You will work alongside our wider Admin team of general and specialised administrative staff. At Kings' we recognise and appreciate the invaluable contribution support staff provide, their work is essential to the daily operation and management of Kings'.

The successful candidate will be expected to:

- Demonstrate personal dynamism, energy, and enthusiasm.
- Be organised and a strong communicator.
- Support the Senior leadership team

Why Kings'?

Kings' is an exciting and rewarding place to be, our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are committed and hardworking, all believing firmly that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly welcoming team – you join our Kings' family who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Park onsite, at the front of school in a secure accessible car park, equipped with EV charging spaces.
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- Staff swimming – free staff swim slots at our indoor heated pool.
- Hampshire County Council benefits also include:
 - Local Government Pension Scheme – with guaranteed benefits
 - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year

To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).





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For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.





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Job Description – Headteacher's PA

To provide a comprehensive and fully confidential secretarial service to the Headteacher, dealing with all matters with discretion and diplomacy.

Be an ambassador for the school, embodying our mission, vision and values.

To produce documentation to a high standard that reflects the image of the school.

Manage electronic diary; arrange meetings and appointments for Headteacher and SLT.

To draft written and electronic correspondence to parents and staff.

Take minutes at appropriate meetings and staff hearings.

To process pupil suspension notifications and related documentation.

To process resignations and update database.

Maintain documents for the Headteacher, as required.

To liaise with Clerk to Governors in relation to collation of documentation for meetings, website etc.

Manage Training Suite and bookings.

Arrange school related events and gifts for new starters and leavers.

Monitor shared school email accounts and action appropriately.





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Person Specification

A Qualifications	
Qualified to GCSE level C or above in Maths and English.	A/I
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Good understanding of the role of a Headteacher's PA and the important part played in assisting with the education of individuals.	A/I/R
Ability to work on own initiative with limited supervision, prioritising workload.	A/I
Excellent working knowledge of Microsoft Office packages particularly Outlook, Word, Excel and MS Forms	
An understanding of the importance of offering excellent support to enhance the educational experience of pupils.	A/I/R
Commitment to safeguarding and promoting physical and emotional health and well-being of young people.	A/I
A proven track record of excellent outcomes in your previous work roles.	A/I
Evidence of an understanding of safeguarding within schools.	A/I
C Personal Qualities	
Strong communication, interpersonal skills demonstrating professional integrity and confidentiality	A/I/R
Able to build and maintain quality relationships through interpersonal and communication skills	A/I
Efficient and effective organisational skills.	A/I
Excellent verbal and written communication skills	A/I
Be a consistent and positive role model and be a highly effective and respected ambassador for the school.	A/I
Demonstrate initiative in solving problems.	
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

