



PA to Headteacher

Permanent, starting April 2025

30 to 37 hours (4 or 5 days) per week

Term time working plus 3 weeks during school holidays

Grade D – Full Time Equivalent Salary £26,918 to £29,616 per annum

Pro rata salary at D1 - £20,104.32 for 30 hours / £24,795.60 for 37 hours

Park Community School is seeking a Personal Assistant to the Headteacher to work 4 or 5 days per week. The successful applicant will provide administrative support to the Headteacher and Head of School, with some payroll and HR administration.

The role will include:

- Maintaining diaries, staff lists, SIMS and the Single Central Register
- Proactively using data provided by others to create whole school documents and resources that support the day-to-day smooth running of the school, e.g. weekly diary, school calendar
- Minute-taking and typing up of meeting notes as required
- Preparing, checking and formatting school letters with a high level of accuracy and efficiency
- Supporting recruitment activities, including DBS checks and induction as well as applications
- Meeting and greeting of visitors to the school.

Skills and Experience

Essential

- Proven office management skills (PA / Administration)
- A high level of IT literacy
- Ability to work at speed and under pressure
- Accurate record keeping
- Excellent written communication skills
- Ability to produce or proofread letters and newsletters to ensure perfect presentation, spelling and grammar in outgoing documents
- Understanding of confidentiality requirements including GDPR and data protection regulations in respect of staff and student data
- Understanding of safeguarding children
- GCSE Grade Level 4 / A-C (or equivalent) in Maths & English.

Desirable

- Advanced Word skills such as mail merge capability
- Knowledge of management information systems such as SIMS
- HR database experience.

To apply, please complete a support staff application form, downloadable from <https://pcs.hants.sch.uk/employment.php>, and email it to recruitment@pcs.hants.sch.uk.

We look forward to hearing from you.

Closing date:
Interviews:

10 March 2025
To be arranged

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community. References may be taken in advance of interview.