



# The HENRY BEAUFORT School

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

[www.beaufort.hants.sch.uk](http://www.beaufort.hants.sch.uk)

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

[admin@beaufort.hants.sch.uk](mailto:admin@beaufort.hants.sch.uk)

Headteacher: Miss S Hearle

## A Highly Successful School in Hampshire

# Personal Assistant to the Headteacher, Hampshire

### APPLY BY:

Friday the 26<sup>th</sup> of September 2025

### INTERVIEWS:

Wednesday the 8<sup>th</sup> of October 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 £27,780 - £30,564 FTE (£25,589 - £28,154 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.

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 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
- To have a comprehensive understanding of safeguarding children [ training provided]

**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.**

#### Benefits

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



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## 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

Be the principal contact between the Headteacher and all stakeholders, both within and outside the school, with responsibility for oversight of the reception area.

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 respond to them as first point of contact 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
- o Working with the Headteacher to manage and coordinate social media postings to promote the school and its activities, including open events
- o Managing the Headteacher's electronic diary; organising meetings and appointments

## Wider roles

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

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

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 the secondary school Headteachers in Winchester to arrange meetings as required

Please visit our website [www.beaufort.hants.sch.uk](http://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 email: [admin@staff.beaufort.hants.sch.uk](mailto:admin@staff.beaufort.hants.sch.uk)

## To apply:

Applications should be made to the Headteacher. To apply please complete an application form, available from our website 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.