



HALSTEAD ST ANDREW'S SCHOOL

Head's Personal Assistant

Start date: As soon as possible



Church Hill House

Head's Personal Assistant

The Role

The Head's Personal Assistant will work closely with the Head, act as primary point of contact and provide day-to-day administrative support.

Line manager: Head

Main Duties and Responsibilities

Executive Support to the Head:

- Attend daily meeting with Head to discuss work requirements and other issues.
- Act as the primary point of contact for the Head, ensuring smooth communication and management of the Head's day-to-day schedule.
- Manage and coordinate the Head's diary in Outlook, planning effectively to prioritise and balance commitments.
- Arrange and organise meetings, ensuring agendas, briefing documents, and other materials are prepared in advance.
- Handle and respond to telephone calls, emails, and correspondence on behalf of the Head, dealing with routine matters independently. This is particularly important during school holidays.

- Handle initial queries, complaints both orally and in writing, logging (MIS) and advising the Head on receipt and maintain the complaints log for the Prep & Senior School. Provide administrative support for Subject Access Requests (SARs).
- Welcome and host visitors to the Head's office, providing a first-class experience that reflects the school's ethos.
- Ensure the Head's office and meeting spaces are prepared and well-presented for visitors and meetings.
- Coordinate the Head's attendance at key events, such as staff training days, open days, and marketing events.

Administrative Duties:

- Draft and proofread letters, reports, and other documents for the Head, ensuring high-quality and accurate output.
- Attend SLT meetings and minute decisions, ensuring matters arising are addressed in a timely manner.
- Assist with preparing weekly Staff Briefings ensuring any follow up comments are included in the PowerPoint presentation to ensure the smooth operation of the school.
- Manage the school's calendar in collaboration with other senior leaders, ensuring alignment with the Head's commitments.
- Maintain the administrative and management information systems and records necessary for the

efficient running of the Head's office.

- Liaise with Governors, the Senior Leadership Team (SLT), and key school staff to support smooth operational management.
- Liaise with the Director of Finance and Operations and Deputy Head regarding matters arising during the Head's absence.
- Maintain a confidential and organised filing system for both electronic and paper records.
- Support the preparation of documentation required for inspections, working with key staff as needed.

Communication & Coordination:

- Coordinate with staff and external stakeholders, including managing relationships with local residents and arranging necessary communications.
- Oversee the Head's email inbox, responding appropriately and forwarding matters for further attention as required.
- Maintain and update key display boards within the school, ensuring information is current and accurately reflects school achievements.
- Act as a gatekeeper for the Head, facilitating access while ensuring the Head's time is used efficiently.

Events Management:

- Organise the logistics for events attended by the Head, including Prize Giving, assemblies, and other formal school occasions.

- Manage arrangements for visits by senior school heads and the Head's external engagements.

Travel Arrangement:

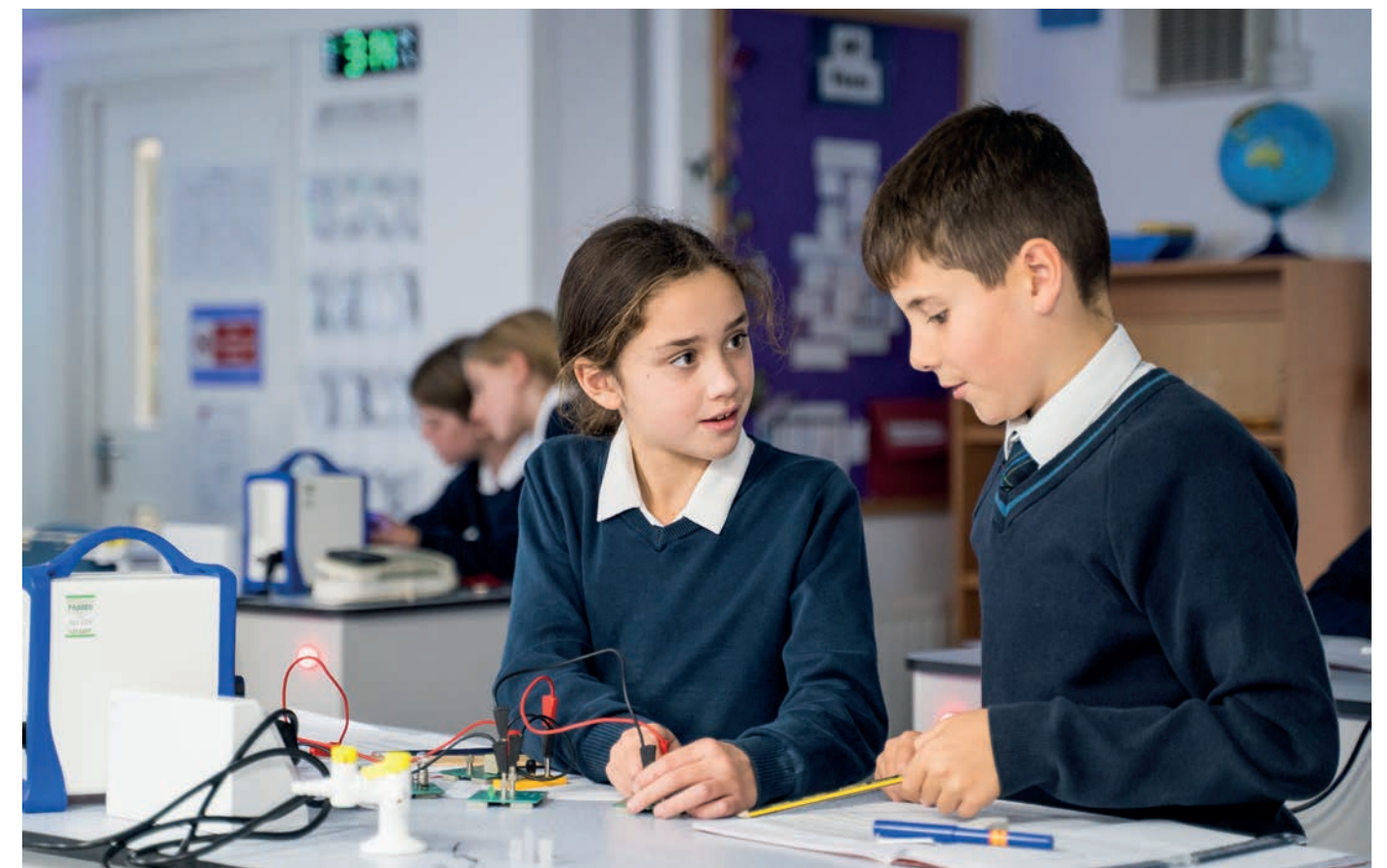
- Organise travel and accommodation for the Head, ensuring all arrangements are effectively handled.

Team & School Support:

- Provide administrative support to other members of the SLT as required, especially in matters related to senior school admissions and pupil reports.
- Cover for colleagues in the school office during absences or peak times and assist with general administrative tasks.
- Maintain knowledge of staff whereabouts and availability during school holidays to support effective planning with the Director of Finance and Operations.

Diary & Time Management/Task Prioritisation:

- Monitor and track timelines for key responsibilities, such as the Head's pupil report writing.
- Ensure meetings are effectively scheduled, rooms are booked, and catering and equipment are organised as needed.
- Support the preparation of the Head's termly report to Governors, gathering input and compiling content as directed.
- Manage and prioritise tasks to ensure the Head's workload is effectively managed and deadlines are met.





Gap Student Recruitment:

- Manage the recruitment process for gap year students, including advertising positions, screen applicants, arrange interviews, and coordinating their induction and integration into the school community.

Personal Specification

Skills & Attributes

- Excellent organisational and time management skills
- Excellent written and oral communication
- Strong attention to detail and accuracy with the ability to handle multiple tasks
- Calm, efficient, and adaptable under pressure
- Diplomatic, tactful, and able to handle sensitive information with discretion and confidentiality.

Experience

- Previous experience in a senior administrative role, preferably within an educational environment
- Proficiency in Microsoft Office Suite and familiarity with School Management Systems

Personal Qualities

- Positive and proactive 'can-do' attitude
- Friendly and professional demeanor with strong

interpersonal skills

- Team player, yet capable of working independently

Qualifications

- GCSEs in English and Maths
- 1 or 2 A levels, or equivalent
- Professional PA qualifications desirable

Health and Safety and First Aid responsibilities

- Hold a valid First Aid at Work qualification and act as part of a team for medical needs and emergencies, adhering to the school's policies.
- Maintain up-to-date staff and pupil emergency contact information for use in fire drills and emergencies.

Professional development

- Engage in continuous professional development to maintain and improve skills relevant to the role.
- Work with school leaders to identify and pursue opportunities for personal and professional growth

Working Conditions and Remuneration

The Head's PA will be based at Church Hill House, with occasional attendance at events and functions as needed

The role is a full time, permanent role, Monday to Friday 8am - 5.30pm (with flexibility required to accommodate the Head's needs).

Salary will be competitive based upon qualifications and experience.

Benefits

A first-rate benefits package includes:

- 30 days holiday
- A contributory staff pension scheme
- Death in service benefit
- Free school meals (term-time only)
- Fee remission for eligible children attending the school
- Free car parking

Application Process

Applications to be on the School Staff Application form accompanied by covering letter, demonstrating how you meet the person specification as the interview will be a competency-based.

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Applications should be submitted electronically to hr@hsaschool.co.uk. **Closing date is 12pm on Monday 9 December. Interviews to take place on Wednesday 11 December.**

We reserve the right to interview and appoint before the closing date.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and





About Halstead St Andrew's

Halstead St Andrew's is an independent all-through school located in Woking, Surrey. We are more than just a school – we are a community dedicated to empowering every child to become confident, compassionate and curious learners.

We are proud to be a family-oriented school, dedicated to creating a caring, secure, and nurturing environment where pupils thrive as happy and confident learners. Our values-driven and opportunity-rich ethos provides an inspiring educational experience that fosters the holistic development of every pupil while instilling a lifelong love of learning.

Halstead St Andrew's is set over two sites; our Nursery and Pre-Prep are based at our Woodham Rise site and is a stimulating and age-appropriate environment for our youngest pupils, which creates a happy and secure learning environment.

From Year 3, pupils move to Church Hill House. Here they enjoy continuing outstanding teaching and the facilities of our well-appointed site and extensive playing fields. They then, when we extend our offering in 2026, will have the opportunity to stay with us through to GCSE.

The success of Halstead St Andrew's School is built upon our values of endeavour, positivity, creativity, respect and kindness. These values form the foundation of everything that we do and enable pupils to reach their potential in all areas and it is our plledge to equip pupils with the skills necessary to navigate an ever-changing world.





HALSTEAD ST ANDREW'S SCHOOL

Pre-Prep
Woodham Rise
Woking
Surrey
GU21 4EE

T: 01483 760943
E: officewr@hsaschool.co.uk

Prep and Senior
Church Hill House, Wilson Way Horsell,
Woking
Surrey
GU21 4QW

T: 01483 760943
E: officechh@hsaschool.co.uk

“For parents wanting the personal touch,
this school delivers.”

Good Schools Guide



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www.hsaschool.co.uk