



A M E S B U R Y





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HEAD'S PA AND FUTURE SCHOOLS' CO-ORDINATOR

**Term Time plus 10 days
Monday to Friday 8.30am-5.00pm**

Dear Prospective Applicant,

We are delighted to offer an exciting opportunity to join Amesbury School as the Head's PA and Future Schools' Co-ordinator. This is a pivotal role providing high-level administrative support to the Head and Senior Leadership Team, while also managing the Future Schools process for pupils transitioning to senior schools.

The successful candidate will demonstrate exceptional organisational skills, discretion and the ability to work collaboratively in a busy, creative environment. You will be a trusted point of contact, ensuring the smooth running of the Head's office and supporting families through the next stage of their child's educational journey.

Amesbury is a vibrant co-educational preparatory school set in the beautiful countryside near Hindhead, Surrey. We cater to approximately 330 children aged between 9 months and 13 years. Our ethos is built on excellence, inclusivity and a strong sense of community, with staff embracing a 'work hard, play hard' approach.

If you are highly organised, professional and passionate about delivering outstanding service, we warmly invite you to apply.

Application forms can be found at Careers – Amesbury School.



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School Aims

Our primary aim at Amesbury Prep School is to ensure that every child enjoys a fulfilling and enriching educational journey. We strive to create an environment where each student feels valued, supported and empowered to reach their full potential. Specifically, our goals include:

1. Equipping every child with the skills, aptitudes and resilience necessary for success in senior school and beyond.
2. Cultivating a caring community that promotes commitment, courtesy, cooperation, tolerance and compassion.
3. Fostering strong partnerships between home and school to enhance the educational experience.
4. Setting a high standard of achievement and innovation, while nurturing personal development among staff.
5. Fulfilling our social and environmental responsibilities to society.

The Role

This is an exciting opportunity to join Amesbury as the Head's PA and Future Schools' Co-ordinator. The successful candidate will provide high-level administrative support to the Head and Senior Leadership Team, while also managing the Future Schools process for pupils transitioning to senior schools. This role requires exceptional organisational skills, discretion and the ability to work collaboratively in a busy, creative environment.

Person Specification

As the Head's PA, you will:

- Believe in Amesbury and be committed to its ethos, culture and values.
- Be a team player.
- Have excellent verbal and written communication skills.
- Be approachable, professional, patient and calm under pressure.
- Demonstrate strong organisational and time-management abilities.
- Be confident using digital systems and office software.
- Show empathy and understanding in interactions with pupils, parents and staff.
- Maintain confidentiality and uphold safeguarding standards.
- Be systematic in your thinking, problem solving and planning and have an eye for detail.
- Be able to maintain personal drive and energy, and to see things through to the end.
- Take initiative and work independently.
- Understand that relationships make schools successful.
- Demonstrate consistent reliability, integrity and commitment.
- Maintain a friendly, positive and optimistic approach.



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Qualifications

- Previous secretarial/administrative experience in a school office would be helpful but not essential.
- Knowledge and / or experience of Microsoft Office would be helpful.

Specific Responsibilities

PA to the Head

- Provide confidential administrative and secretarial services to the Head and the Senior Leadership Team (SLT).
- Maintain a welcoming and appropriate impression as a potential first point of contact to the School.
- Provide efficient and professional support for staff and visitors through email, telephone and face-to-face contact.
- Arrange school events e.g. Prep School Head & Senior School Head Dinners, Senior School Fair.
- Use the School's systems and bespoke systems to carry out duties, including Office, Outlook and iSAMS.
- Book and arrange meetings for the Head and, where necessary, members of the SLT.
- Manage the calendar for the Head and other members of SLT.
- Take and circulate minutes for meetings (all-staff briefing, Leadership Team, Education Committee, Friends of Amesbury).
- Liaise with all stakeholders as and when necessary on behalf of the Head.
- Manage webinars and presentations for the Head and SLT.
- Attend and assist with all school events e.g. Open Mornings, Speech Day, Charity Concert.
- Take minutes and produce correspondence during any disciplinary action/investigations of staff.
- Liaise with other departments including Finance, IT, Admissions & Marketing for administrative tasks.
- Coordinate and maintain all compliance and school policies, advising SLT when updates are due.
- Act as the school point of contact for complaints and maintain a complaints register for termly reporting.
- Liaise with FOA regarding meetings and events.
- Work from the school office as required, likely one day per week.

Senior Schools Co-Ordinator

- Create & co-ordinate parental future school meetings with parents for the Head.
- Collect and collate data and information from the Common Room ahead of meetings.
- Follow up on queries from the Head post-meetings.
- Arrange senior school visits for the Head.



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- Compile and maintain information on senior schools, examination requirements and scholarship specifics and share these with the SLT and Heads of Departments.
- Gather admission information from Senior Schools.
- Develop links with senior schools.
- Maintain up-to-date knowledge of senior school events and share with SLT and Heads of Departments.
- Maintain records on the school database.
- Maintain information on pupils' senior school choices and requirements.
- Create and compile Confidential Reports for pupils.
- Run the Future Schools Evening and webinars.
- Set up pupil interviews with the Head.

Reporting Structure

This role reports directly to the Head.

Safeguarding Commitment

Amesbury Prep School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and will be subject to enhanced DBS checks.

If you have any questions or would like to discuss the role further, please don't hesitate to get in touch recruitment@amesburyschool.co.uk