



A M E S B U R Y





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HEAD'S PA

**Term Time plus 5 days
Monday to Friday 8.30am-5.00pm**

Salary £31,945

**Closing Date: Friday 13 November 2026
Interviews: Week commencing 16 November 2026
Start Date: 4 January 2027**

Dear Prospective Applicant,

This is an exceptional opportunity for an experienced administrator or PA to work closely with the Head. The role sits at the heart of school life and offers variety, responsibility and the opportunity to build strong relationships with pupils, parents, staff and external partners.

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 the SLT.

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. We are delighted to have recently joined the Charterhouse Family of Schools and there are strong strategic and administrative links between the Schools.

If you are highly organised, efficient, proactive, 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. The successful candidate will provide high-level administrative support to the Head and Senior Leadership Team.

This role requires exceptional organisational and IT 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.
- Previous administrative experience in a school office would be advantageous but is not essential. Advanced working knowledge of Microsoft Office, particularly Outlook, Word, Excel and PowerPoint, is desirable. Experience of iSAMS or a comparable school management system would be beneficial.



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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 for 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, the Remembrance Service, the Senior School Fair, Choral Evensongs etc.
- 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 school calendar.
- Manage the calendar for the Head and other members of SLT.
- Take and circulate minutes for meetings (SLT, Logistics, Amesbury School Committee, Health and Safety, Friends of Amesbury).
- Administer children and staff birthday cards on behalf of the Head.
- Co-ordinate cards and gifts for staff who are leaving.
- 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 (including administration of the marquee for the event), Charity Concert.
- Provide confidential administrative support during formal staff procedures and investigations, including minute-taking and drafting correspondence.
- 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.
- The role is primarily based in the Head's Office, with occasional working from the main School Office to support operational requirements.
- Work with key stakeholders to re-establish a thriving Old Amesburian network.
- Undertaking any other reasonable duties consistent with the nature of the role.

Senior Schools Co-Ordinator



AMESBURY

- Create & co-ordinate parental future school meetings with parents for the Head.
- Collect and collate pupil 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.
- 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.
- Organise the Future Schools Evening and webinars.
- Set up pupil interviews with the Head and assist with typed up notes of these.

Reporting Structure

This role reports directly to the Head.

What We Offer

- A supportive and welcoming school community.
- The opportunity to work within the Charterhouse Family of Schools.
- Competitive contributory occupational pension scheme
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Access to an Employee Assistance Programme
- School fee remission (subject to eligibility).
- Membership of the Charterhouse School Sports Centre
- Membership of the Charterhouse School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Complimentary lunch during your normal working day in term time.
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Continuing professional development as part of our talent management programme



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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