



# LAMBROOK

## HEADMASTER'S PERSONAL ASSISTANT

### Information for Candidates

Required for April 2026



Closing date— Friday 21st November

Interviews will take place during the week beginning 1st December 2025



## Background

Lambrook seeks to employ a full time Personal Assistant to provide high quality confidential secretarial and administrative support to the Headmaster. The successful candidate will enjoy a varied and busy role in a vitally important position, supporting the Headmaster in all aspects of work that includes managing the Headmaster's diary of commitments, providing appropriate organisational support and ensuring high quality communication.

The successful candidate will have attention to detail and possess excellent organisational and IT skills with experience of Microsoft Office, OneDrive, Teams etc; producing accurate work to a high standard, handling highly confidential information, under pressure, and to tight deadlines. The Headmaster's Personal Assistant must be able to work securely with confidential information.

Previous support experience within a school or other educational setting is desirable. Outstanding interpersonal skills are essential with the ability to communicate with ease with a range of individuals and key stakeholders, including parents, pupils, teaching and support colleagues, Governors, senior school admissions registrars, and local residents.

This unique and demanding role requires an individual who can demonstrate that they can work under extreme pressure but remain calm at all times. They must be flexible with their working hours, have the ability to multitask and prioritise their work according to the ever-changing demands of the role. They must have the strength of character to be able to manage demands on the Headmaster's time, be a problem solver, and must remain confidential at all times both at work and outside of school.





# LAMBROOK

## Job Description

### Administration

- To manage the Headmaster's extremely busy diary and arrange appointments, meetings, travel arrangements and accommodation
- To type and prepare documents, reports, letters, emails, presentations etc, including highly confidential material, for the Headmaster
- To receive the Headmaster's post, telephone calls and incoming emails, filtering and drafting replies where appropriate and sometimes managing some difficult conversations
- To take notes at confidential meetings as appropriate and type up minutes as required
- To organise key events throughout the year, both inside and outside of school, including Governors' Meetings, parent events, the annual Governors' Dinner with staff, social events for colleagues, an annual Future Schools' Forum for parents, and also provide administrative support for special events such as our annual Prize Giving ceremony. This could include booking venues, coordinating invitations and arranging appropriate catering as required
- To manage a unique relationship between the Headmaster and the Governing Board, and Trustees of the Lambrook Foundation Trust
- To oversee communication between senior schools and the Headmaster with regard to Lambrook pupils moving on at 13 years, coordinating the written references for each child and managing the administration relating to Scholarship applications
- To assist with the administration relating to Common Entrance examinations, despatching examination papers and coordinating results
- To keep a record of senior school offers and waiting list progress for pupils
- To proofread and upload the Headmaster's end of term reports
- To liaise regularly with the Headmaster's wife regarding the social and evening aspects of the Headmaster's diary and provide administrative support for key school events as and when required
- To support the HR Manager and Director of Finance with the recruitment process of both internal and external appointments where appropriate
- To support the Senior Leadership Team as and when required
- To assist the Head of External Relations with proofreading documents before publication
- To keep up to date with statutory training and attend INSET training sessions as required

### Communication

- To receive visitors to the Headmaster with warmth and hospitality
- To provide administrative support for the Headmaster's communications with parents, prospective parents (in liaison with the registrar), staff and pupils
- To provide administrative support for the Headmaster in interfacing with Governors, visitors, colleagues and pupils
- To liaise with the Headmasters' PAs of other prep and senior schools

### Organisation

- To organise travel and other arrangements for the Headmaster as required, arranging catering and hospitality, booking appropriate venues etc
- To undertake specific projects from time to time as requested by the Headmaster



# LAMBROOK

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	A strong academic background	Formal secretarial training RSA or similar typewriting /word processing qualifications
<b>Experience</b>	Experience of developing and maintaining administrative systems on paper and digitally	Experience and expertise in supporting and being a team member in a school (preferably independent) Previous experience of working as a PA or secretary
<b>Knowledge and Understanding</b>	Equal opportunities, Health and safety and child protection	Knowledge of local prep schools and Senior schools in the area
<b>Skills</b>	IT literate including MS Office (Word, Excel, PowerPoint, One Drive, Teams etc) Accurate typing; Accuracy and attention to detail with all administrative tasks; Strong written and spelling skills; Strong verbal skills; Able to communicate effectively with all grades of staff, children and parents; Keeper of clear and methodical records; Excellent organisational skills and ability to effectively prioritise time and work.	
<b>Personal attributes</b>	Able to work unsupervised and use initiative; Respectful of confidentiality and a professional, tactful approach; Attention to detail in all aspects of work and personal presentation; Polite and courteous; Good sense of humour Discretion, sensitivity and diplomacy Proactive/problem solving skills	



# LAMBROOK

## Further Particulars

### Hours of work

Monday to Friday throughout the year: 8.00 am to 5.30 pm, with an unpaid lunch break of one hour. There may be occasions where the PA will be expected to work longer hours on specific occasions including key events such as Speech Day, as required by the Headmaster.

### Salary and Benefits

The school has its own generous salary scale and flexible Pension Scheme. A generous package commensurate with skills and experience will be awarded to the successful candidate. The school offers free lunches during term time, bike to work scheme, life assurance scheme and other benefits.

### Holidays

In a full year of employment, the PA will be entitled to 6 weeks of annual paid holiday plus statutory public holidays. Holiday dates are to be approved by the Headmaster and are to be taken out of term time and not during the first and last week of the school holidays.

### Probationary period and Notice

This appointment is subject to a six month probationary period. At the end of this period, progress and performance will be reviewed. On successful completion of the probationary period the notice period required will be one full term.







## THE APPLICATION AND EMPLOYMENT PROCESS

- The closing date for applications is Friday 21st November 2025
- Interviews will take place during the week beginning 1st December 2025 and will involve an interview with the Headmaster, tour of the school and 'in-tray exercise' where candidates will be given a selection of letters, emails and reports in either paper or electronic format to process. No further details will be given to candidates selected for this process in advance of the interview day.
- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate.
- Applications will only be accepted from candidates completing the School's Application Form in full. In addition, we ask for an accompanying photograph.

### **Any offer to a successful candidate will be conditional upon:**

- Verification of identity, qualifications and confirmation of right to work in the UK.
- A minimum of two references.
- **A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.**
- Verification of medical fitness.
- Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.