



Personal Assistant to the Headteacher and Senior Leadership Team

Carterton Community College

Start Date: August 31st

Full time: 37 hours per week over 5 days, Term Time Only

Grade 7 (13-17): £28,598 – £31,022 pro rata

Are you highly organised, have excellent inter-personal skills and thrive in a busy working environment? We are seeking to recruit an experienced individual to support our leaders and managers within this busy organisation. This is a varied and interesting administrative role ideally suited to someone who has the ability to combine working to a high standard in a confidential environment with being approachable, empathetic and positive.

A full job description and person specification are available, but in summary key aspects of the role will involve:

- Supporting the Headteacher primarily and Senior Leadership Team with general and administrative duties;
- Prioritising work and working systematically;
- Dealing with email and telephone enquiries, visitors and routine correspondence on behalf of the Headteacher in accordance with school policies;
- Dealing with email and telephone enquiries, visitors and transactional HR correspondence on behalf of the Business Manager in accordance with school policies;
- Arranging meetings, taking minutes and providing administrative support;
- Organising, collating and assisting with documents and related materials for meetings, including Governors' meetings;
- Proof-reading and quality assuring documents and correspondence.
- All recruitment processes – Adverts (through My New Term), Job Descriptions, Arranging interviews, gathering all documentation to comply with safer recruitment
- Writing of contracts
- Contractual changes
- DBS checks
- Sponsorship applications
- Manage the Single Central Record

In return we offer candidates: friendly and welcoming students; a culture based on shared values; committed and professional colleagues and good professional development opportunities and support.

Prospective candidates are welcome to visit the school. Further details and an application form can be found on the school's website or via MyNewTerm.

Closing date for Applications: Sunday 12th July 2026

Safer Recruitment Statement

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.