



**STRATFORD GIRLS'  
GRAMMAR SCHOOL**

STRATFORD-UPON-AVON

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Shaping Futures

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## Head's Personal Assistant

**Permanent, job share, 10 hours per week, term time + Inset days + two weeks  
Wednesday 2:30pm – 4:30pm; Friday 8am – 4:30pm (can be discussed at  
interview)**

**Point 17-21, £31,022 to £33,143 full time equivalent**

**Actual salary £7,352 - £7,855**

## The School

### Where Excellence Meets Opportunity

At Stratford Girls' Grammar School, academic achievement goes hand in hand with a warm, inclusive community and a shared commitment to shaping futures. We are more than a school - we are a place where talented staff thrive, innovate, and make a lasting impact.

### Why SGGs?

We are a highly successful selective academy for students aged 11–18, with 851 learners who bring energy, curiosity, and ambition to every lesson. Our diverse intake from south Coventry, Banbury, Solihull, and Pershore creates a vibrant learning environment that celebrates individuality and fosters collaboration.

### Outstanding in Every Sense

Our reputation speaks for itself. Ofsted judged us Outstanding in November 2022, recognising not only our exceptional academic standards but also the personal development and wellbeing of our students. Results are consistently impressive:

GCSE:	86% grades 9–7
A-level:	82% grades A*–B
Progress 8:	+1.07

Our students progress to the most competitive destinations, including Oxbridge, degree-level apprenticeships, and careers in Medicine, Dentistry, and Veterinary Science – a testament to the quality of teaching and support they receive.

### A School That Invests in You

We continually invest in our facilities and digital infrastructure:

- £3.5m Hargreaves building with sports hall, fitness suite, drama studio, and classrooms
- £1.5m extension with six new classrooms and a modern library
- Refurbished science labs and upgraded historic Manor House
- A forward-thinking Digital Strategy with interactive screens, and Microsoft 365 integration to streamline teaching and reduce admin.

## A Beautiful Place to Work

The school is located in the small village of Shottery on the outskirts of Stratford-upon-Avon, just ten minutes easy distance from junction 15 of the M40 and less than an hour from Birmingham, Coventry and Worcester. It is based in the grounds of Shottery Manor, a fifteenth century manor house which accommodates our sixth form. The school buildings are quite compact, which gives it a friendly feel, and the entire site is arranged around a very attractive central lawn.

## A Culture of Support and Growth

At SGGS, you'll join a team that values collaboration, creativity, and professional development. Our pastoral care is exceptional, our parents are highly supportive (97% would recommend us), and our Governing Body is engaged and forward-looking.

## The Leadership Team

The current Senior Leadership Team comprises the Headteacher, the Deputy Head, two Assistant Heads, two Associate Assistant Heads and the Business Manager.

## The Post

We are seeking to recruit a calm, reliable and efficient individual to facilitate a job share with the current post holder. The Head's PA supports primarily the Headteacher but also works with the Deputy Head, in addition to other members of the SLT as and when needed. This post is therefore crucial to the effective running of the school.

The Head's PA is based in our historic Manor, which is the home to our Sixth Form. While there are many routine elements to working for the Headteacher, there are always those that arise in response to the needs of our students and their parents, as well as our staff. It is unlikely that two days are ever the same! This role is ideally suited to someone who has experience of working in a busy organisation, with excellent secretarial/administrative skills and who wants to be instrumental in upholding our brand. Organisation and flexibility are key. They will want to be part of a strong community and have a desire to make things happen for our young people as well as for those who create the opportunities for them.

Finally, candidates should note that this is a small school, and that all staff, from the Headteacher downwards, therefore have very hands-on roles, carrying out tasks and projects as well as leading and managing them.

The Job Description below sets out further details of the responsibilities and general duties of the post; and the qualifications, experience and skills required of the successful applicant are set out in the Person Specification below that.

## The Application Process and Interview

Those who wish to apply can do so by following the link [here](#) from the school's website using MyNewTerm.

Please complete the application form online. A written statement in support of your application will be accepted but we do not consider CVs.

If you have any questions regarding this vacancy or wish to visit the school, please contact Clare Webster, Business Manager, in the first instance on 01789 293759 or at [info@sggs.org.uk](mailto:info@sggs.org.uk).

**Application deadline:** Monday 3<sup>rd</sup> August 2026 at 10am

**Interviews will be held:** Thursday 13<sup>th</sup> August 2026

## Staff Dress

At Stratford Girls' Grammar School all staff should wear clothing which:

- promotes a positive and professional image.
- is appropriate to their role.
- is not likely to be viewed as offensive, revealing, or sexually provocative.
- does not distract, cause embarrassment or give rise to misunderstanding.
- is absent of any political or otherwise contentious slogans.
- is not considered to be discriminatory.
- is compliant with professional standards.

The expectations are that:

- male teaching staff are expected to wear a jacket and collared shirt, and female teaching staff equivalently smart attire with a jacket. Ties are optional.
- staff are expected to dress appropriately; all staff should set a good example to students in what they wear, avoiding clothing that is overly casual or revealing.

## Safeguarding

The personal safety, emotional well-being, and social development of students at SGGS is at the heart of our ethos. All staff are regularly trained and expected to adopt a vigilant, professionally curious approach to safeguarding.

In line with KCSIE 2025, we will conduct online searches on all shortlisted candidates.

This school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

## Privacy Notice

Information about how we handle your data can be found [here](#).

## The Job Description

<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• To be Personal Assistant to the Headteacher</li><li>• To provide administrative support to SLT</li><li>• To oversee and manage with the current Head's PA the in-year admissions to Years 7 to 11 following the start of the Autumn term</li><li>• To provide administrative support for the CPD processes in school</li><li>• To provide administrative support for the school's enrichment programme</li></ul>
<b>Specific tasks:</b>	<ul style="list-style-type: none"><li>• To be the first point of contact for appointments and meetings, and to keep the Headteacher's; Deputy and Assistant Headteachers' diaries</li><li>• To receive, sort and reply to incoming mail, emails and phone calls including student absence requests, for the Headteacher as necessary</li></ul>

	<ul style="list-style-type: none"> <li>• To attend and record meetings and write letters etc. as directed by the Headteacher</li> <li>• To handle any administrative procedures any routine tasks as directed by the Headteacher and/or the SLT</li> <li>• To provide support for the Headteacher/SLT with the organisation of public events as directed i.e. Open Evenings or similar</li> <li>• To oversee and manage with the current Head's PA the admissions into the school from parent/carer enquiries regarding spaces up to the point of acceptance of a place, including liaison with Warwickshire Admissions, the school's internal testing arrangements, meetings, offers and curriculum for all in-Year applications</li> <li>• To support the SLT and HR Manager with administration of the recruitment processes for staff, Governors and Volunteers</li> <li>• To review and maintain the Staff and Policy Handbooks</li> <li>• To provide reports and information required by the Governing Body and LA and assist with LA and DCSF returns as necessary</li> <li>• To deputise at meetings for the Clerk to the Governors in his/her absence</li> <li>• To take minutes of Staff Briefings, MLT and Staff Meetings and any others as requested by the Headteacher</li> <li>• To compile and circulate the weekly Staff bulletin</li> <li>• To provide administrative support in connection with CPD courses and delivery, including liaison with the Events and Operations Coordinator regarding the organisation of set-up, including catering</li> <li>• To provide administrative support in connection with the school's enrichment programme, including liaison with the EVC regarding documentation as required</li> <li>• Attend Associate Staff and Admin team meetings as required</li> <li>• To organise ad-hoc catering requirements at the Headteacher's request</li> <li>• To carry out any other duties as directed by the Headteacher or SLT within the scope of the grade and role</li> </ul>
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## The Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good GCSE or equivalent in English and Maths</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of success in previous similar roles</li> <li>• Experience of being a PA or a high-level administrative role</li> <li>• Experience of working with policy documents</li> <li>• Experience of working with a range of stakeholders</li> <li>• Experience of successful project or initiative management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school situation</li> </ul>

<b>Professional Knowledge, Skills and abilities</b>	<ul style="list-style-type: none"> <li>• High level of competency in Microsoft Office applications including Excel and Teams</li> <li>• Competency in the use of large MIS</li> <li>• Experience of client / customer service</li> <li>• Ability to proofread</li> </ul>	<ul style="list-style-type: none"> <li>• Competency in the use of Bromcom and communications apps</li> <li>• Knowledge of safer recruitment systems and procedures</li> <li>• Understanding of a school's admissions processes</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Personal integrity, honesty and sound judgement</li> <li>• High level of professionalism</li> <li>• Ability to be calm, work well under pressure, multi-task and meet deadlines</li> <li>• Excellent levels of organisation</li> <li>• Excellent interpersonal and communication skills with an eye for detail</li> <li>• Ability to communicate highly effectively with outside agencies and parents</li> <li>• Ability to handle difficult situations / conversations (e.g. with parents, staff and students)</li> <li>• Ability to work in a team and independently</li> <li>• Ability to work flexibly and to be able to adapt quickly to change</li> <li>• Respect and empathy towards others</li> <li>• Positive, enthusiastic outlook</li> <li>• Positive approach to change and continuous improvement</li> <li>• Ability to maintain a sense of perspective and a good sense of humour</li> <li>• Ability to maintain confidentiality and an understanding of sensitivities</li> <li>• Ability to work with initiative, resilience, flexibility and to manage time efficiently and effectively</li> <li>• Committed to the protection and safeguarding of children and young people</li> <li>• Value and respect for the views and needs of all stakeholders; positive, caring and pastoral abilities</li> <li>• Flexibility and willingness to work beyond school hours</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to maintaining the unique and caring ethos of the school</li> </ul>	