



AMERSHAM SCHOOL
A BUSINESS & ENTERPRISE COLLEGE

Live, Learn and Succeed Together

Recruitment Pack

**Personal Assistant
to the Headteacher**





WELCOME

Thank you for your interest in Amersham School. We are a student centred school. We pride ourselves on our ability to provide each and every one of our students with a first class and personalised education, which enables them to flourish and succeed in all areas of school life. Students are central to our philosophy of individual success and aspiration. Development of self-confidence, positive attitudes and enterprise skills are fundamental to the delivery of our first-class, personalised and progressive education.

As employers, we are committed to your personal development. We offer a supportive and innovative environment to work within and opportunities for Professional Development that will allow you to enhance your skilful practice.

We are seeking to appoint an enthusiastic and organised **Personal Assistant to the Headteacher** to join this successful and dynamic team, who will share in the school's vision for success and play their part as we continue to secure outstanding facilities for our students.

Applications are via My New Term.
Please visit the school website for more details:
www.amershamschool.org.uk/vacancies.

The school is committed to stringent safe recruitment procedures and the successful candidates will be required to undertake an Enhanced DBS check.

AT A GLANCE



Personal Assistant to the Headteacher



Start Date
Tuesday 1 September 2026



Hours and Salary
Term time, plus 1 week and inset days (40 weeks) 37 hours per week
Bucks Pay Range 7.36
£37,226 pro rata / £42,264 FTE



Closing Date
Friday 3 July 2026
Or earlier subject to receiving enough suitable applications



Interview Date
On application



Apply Via
My New Term, see the school website for more details.



AMERSHAM SCHOOL
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AMERSHAM SCHOOL

Dear Applicant

I am delighted you are considering applying for a position at Amersham School. We strive to create a supportive and structured learning environment in which individuals are challenged to realise their full potential, and encouraged to be ambitious for their futures. We believe it is of the utmost importance for students to become self confident, positive and enquiring learners and this vision underpins everything we do.

Our students are encouraged to become well rounded and broad-minded individuals and we support this through a diverse range of extra-curricular activities. As a Business and Enterprise specialist school, we focus on the development of skills which inspire and motivate our students to become successful and confident adults.

Amersham School looks forward to an exciting and promising future. Our students achieve good examination results at both GCSE and A Level. We are consistently one of the top performing Upper Schools in the County, making sure that our students have the personal qualifications and qualities to access Post-16 education and training. We are incredibly proud of our students and welcome the opportunity to work with and learn from those who share our dedication to innovation, improvement and success.

Please visit our school website where you will find a wealth of information about our vision and our mission statement 'Live, Learn and Succeed Together' where our values of mutual respect, honesty and integrity, responsibility and ownership, equality and co-operation alongside the establishment of a sense of community underpin our school environment.

I do hope that you will make an application to join Team Amersham. Our staff turnover is very low due to staff reporting that they feel valued and that they are supported, invested in, and encouraged to achieve high professional standards

Yours sincerely

Sharon E Jarrett MBE
Headteacher



THE ROLE

Job Title: Personal Assistant to the Headteacher

Report to: Headteacher of Amersham School

Responsible for: The School Front Office Team and Communication

Job Purpose

The post holder will provide high level, confidential, direct support, tailored to meet the needs, expectations and ways of working of the Headteacher. This role will work flexibly and may well be subject to constant change and unpredictable patterns of working. This will be an innovative and forward-looking individual who has exceptional organisational skills, high levels of flexibility and adaptability, and the ability to multitask and prioritise an everchanging workload. The post holder will inspire students and contribute fully to a very active and hardworking team.

Main Duties and Responsibilities

- To be the immediate, effective and efficient link for the Headteacher to staff, parents and carers, Governors, external agencies, school stakeholders.
- To provide support, prepare reports and presentations, and undertake any other tasks required to enhance the efficiency and effectiveness of the Headteacher role.
- To be responsible for diary management of the Headteacher's diary, arranging meetings, setting appointments and dealing with associated enquiries.

PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications		
Graduate or equivalent		X
Experience		
Use of a range of ICT packages, eg: Microsoft Office to a competent level	X	
Working within a team	X	
Working in a school environment		X
Successful experience of dealing with a range of routine office tasks	X	
Experience of working to very tight deadlines	X	
Experience of working with young people		X
Managing and leading staff		X
Skills		
Excellent spoken and written communication skills, with high levels of accuracy	X	
Strong interpersonal skills, with the ability to build positive relationships with a wide range of stakeholders	X	
Exceptional organisational skills, with the ability to manage competing priorities and deadlines	X	
Ability to work under pressure and adapt to changing demands	X	
High level of proficiency in Microsoft Office, particularly Outlook, Word and Excel	X	
Ability to handle confidential information with discretion and professionalism	X	
Strong attention to detail and ability to produce accurate documentation	X	
Ability to work independently, using initiative to anticipate and meet the needs of the Headteacher	X	
Confidence to learn and utilise new IT systems to support efficient school operations	X	



- To manage the Headteacher's email and postal correspondence and to answer and direct telephone calls on behalf of the Headteacher.
- To act as secretariat in meetings where required, and be able to produce letters/reports/minutes and other notes and correspondence as required.
- To handle and process school complaints in collaboration with the Headteacher and wider Senior Leadership Team.
- To manage the appeals process.
- Co-ordinate the weekly schedules
- To administer the School's Single Central Record ensuring accuracy and compliance.
- To provide line management to the Front Office Manager and front office school staff to ensure a professional, efficient and effective service, including day to day operational oversight and cover arrangements as needed.
- To manage and maintain the staff and school calendar.
- To devise and maintain the school's duty register and fulfil weekly duties in the cafe.
- To be responsible for whole school communications and upholding of standards of communication.
- To edit and finalise correspondence to an exemplary standard including correcting spelling, punctuation, grammar and Amersham School specific terminology.
- To assist with the organisation and promotion of events held at the school.
- To prepare meeting rooms, replenish refreshments, escort visitors etc.
- To manage information flow in a timely and accurate manner.
- To make travel and accommodation arrangements when necessary.
- To assist with maintaining the school website, social media presence, promotional material and newsletters.
- Direct a robust policy review system, ensuring all school policies remain current, compliant, and systematically uploaded to support informed governance and decision-making.
- To develop and maintain strong working relationships with staff across all school teams.
- In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Headteacher.

General

- To line manage the School's Front Office Team and Reprographics, carrying out annual performance reviews and advising the Headteacher on any specific training needs.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.



- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the School's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the school.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality, and data protection reporting all concerns to an appropriate person.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school code of conduct.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making, full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.
- To maintain confidentiality at all times



WE OFFER



A friendly and supportive environment



Excellent and ongoing opportunities for professional development



Access to onsite fitness suite with weights



A range of staff social events



An environment focused on wellbeing



We subscribe to the Employee Assistance Programme (EAP) available 24/7 including financial and legal support, counselling and coaching

WHY US?

Our Mission Statement 'Live, Learn and Succeed Together' lies at the heart of our school. It is from this foundation that we build our team; Team Amersham. By valuing and supporting each other we are all able to experience personal success and happiness.

We are a happy school - this does not happen by accident but through intent. Our desire to provide an excellent education is partnered with nurturing, fun, camaraderie and opportunity. It is our desire that each of our students look forward to what the school day will bring. Our staff have been handpicked for their professionalism and their ability to be positive and cheerful!

The Local Area

Our school is situated in Amersham in the heart of leafy Buckinghamshire, home to the Chilterns and nestled amongst beautiful countryside. The Old Market Town of Amersham is simply glorious and shrouded in history with cobbled streets, an enclosed garden, 700 year old buildings with excellent eateries and the River Misbourne running parallel to the town.

Amersham-on-the-Hill is a bustling area with a new purpose built leisure centre, high street names, including Marks and Spencer, Waitrose and individual outlets making up an eclectic High Street. Amersham Underground Station comes under Zone 9 of the network and the Metropolitan Line provides easy access to London Marylebone in just 32 minutes.

Buckinghamshire is regularly cited as one of the best places to live in the UK. The surrounding areas include beautiful greenbelt locations with the county bordering the Shires of Berkshire, Oxfordshire, Northamptonshire, Bedfordshire, Hertfordshire and Greater London. Buckinghamshire offers many lovely places to live and visit including Waddesdon Manor, Cliveden, Stowe and Hughenden plus picturesque woodlands and wildflower meadows.



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 www.amershamschool.org.uk

 [amersham.school](https://www.instagram.com/amersham.school)

#LiveLearnSucceed | #TeamAmersham

Agencies - Amersham School's terms and conditions are that should you put a candidate forward after the first publication of a vacancy, the School will be liable for an introductory fee of no more than 10% of salary with reducing clawback over the first term, regardless of your terms and conditions.

Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to uphold the school's policy in respect of child protection matters.
