



The
Henrietta Barnett
School
FOUNDED IN 1911

Personal Assistant to the Headteacher

for September 2026

Full time, Term time + 4 weeks

SCP 32-35

The Role

The Henrietta Barnett School is seeking to appoint a highly-skilled, organised and enthusiastic individual as Personal Assistant to the Head of the School (Head's PA) from September 2026. The Head's PA provides executive support to the Head, managing and co-ordinating their diary and assisting them in the day-to-day running of the School. The Head's PA also acts as a first point of contact for the Head both within and outside the school and provides administrative and organisational support to the Head, in order to ensure effective leadership and management of the school. In addition, the Head's PA oversees key recruitment and personnel processes.

This is an exciting opportunity to directly contribute to the successful leadership and development of one of the UK's premier state schools. The role is ideally suited to a candidate with not only the requisite professional skills but also an authentic desire to work in an environment where no one day is ever the same as the next, and where the whole community is motivated by providing the best possible opportunities and outcomes for the next generation of young women.

The School

The Henrietta Barnett School is a fully selective girls' grammar school, situated in the beautiful surroundings of Hampstead Garden Suburb. Dame Henrietta Barnett, who was a social reformer, pioneer of education and champion of the poor and needy, founded the school in 1911. Dame Henrietta strongly believed in the power of education to shape people's lives and founded the school to provide educational opportunities for the highest quality for its students.

The main school building, designed by Sir Edwin Lutyens, is Grade II listed. We were delighted to be awarded the title of State School of the Year 2023 and 2025 for Academic Achievement by The Sunday Times Parent Power Guide for having the best GCSE and A Level results in the country. Over 25 students a year gain places at Oxbridge and the vast majority go on to study at the top universities in the country.

The aim of the school is to encourage and enable all students to make the most of their gifts and talents and to fulfil their academic and personal potential. We offer a challenging academic curriculum with enrichment opportunities throughout the school. We encourage students to enjoy their learning for its own sake and to value their independence of mind. We place great emphasis on high quality teaching & learning and provide regular high quality CPD opportunities for staff. Pastoral care and the well-being of our students and staff is our priority. The environment at HBS is unique; it is an extremely warm, friendly and vibrant school, with a very strong sense of

community. We support all of our students and ensure that everyone is well known, valued and encouraged.

We provide a broad education that is ambitious, varied and stimulating. Academic excellence and a wide range of extra-curricular opportunities are offered in an open, caring and supportive environment, enabling each individual to thrive and achieve their potential. We are committed to developing the whole person, encouraging students to explore their interests in a wide variety of ways and promoting curiosity of mind, independence of spirit and a love of learning.

Job Description – Head's PA

Main responsibilities:

- Provide executive level and administrative support to the Head
- Manage and organise the Head's diary and schedules
- Manage the Head's communication with all members of the school community and outside individuals and agencies, and representing the Head at all times
- Receive and respond to correspondence on behalf of the Head
- Prepare resources and documents for the Head, including information for Governors, INSET, staff and parents meetings
- Organise, attend and minute key meetings, both internal and external
- Organise events to support marketing and other school functions as required
- Assist with the organisation of whole school events such as Carol Concerts, Founder's Day, Year 13 Leavers Day etc. to include liaising with venues such as St. Jude's Church and the Free Church, caterers and the Site Team as appropriate
- Manage all aspects of staff recruitment processes using relevant recruitment platform
- Manage personnel records and the Single Central Record, in line with both statutory safeguarding guidance and GDPR legislation
- Produce documents, briefing papers, reports and presentations, including using PowerPoint and other software as relevant
- Work with the Head and Senior Team on HR matters and issues
- Work as part of the Support Staff Team and be responsible for a variety of administrative duties related to the school
- Assist with the administration of GCSE results and enrolment of Sixth Form students
- Take on other appropriate roles and duties as and when directed by the Head
- Deputising for the Head in administrative matters, making decisions and delegating work to others in the Head's absence
- Devise and maintain office systems, including data management, filing, etc.
- Arrange travel and accommodation for the Head, booking conferences etc.
- Support the SLT i/c Careers in administration for the Careers Fair and work experience placements
- Keep staff lists updated and contribute to the production of the annual Staff Handbook
- Oversee the collation of articles for, and editing of the annual school magazine
- Provide ad hoc administrative support for members of Senior Leadership Team, if required

The following responsibilities may be included in the scope of the PA's role:

- assisting the Reception as required, which may include working on Reception in times of staff absence
- assisting the Pastoral Leads with the proof-reading of school reports
- working with the School Business Manager and other members of the support staff on administrative projects and tasks such as school lettings, school events etc.

This job description may be amended at any time following discussion between the Head and the post holder.

PERSON SPECIFICATION

The qualities of the successful candidate will include:

Essential

- Communication skills: the ability to make points clearly and understand the views of others, outstanding written and spoken English and the ability able to write formal, professional business letters/emails of a very high quality. An excellent telephone manner
- Exceptional organisational skills: to be extremely efficient, well organized, punctual and reliable, including the ability to prioritise tasks, to be calm and work effectively and accurately under pressure
- Highly competent IT skills: excellent IT skills to include Microsoft Office, Outlook, PowerPoint and possibly Excel and Publisher; and Google Workspace applications.
- To be able to use Information and Data Management Systems such as SIMS.
- Strong interpersonal skills and the ability to work collaboratively with others
- Professional skills: to be highly professional in manner, appearance and dress.
- The ability to handle sensitive situations with discretion, tact and diplomacy
- Is flexible and adaptable as no two days are the same
- To be decisive and to act with confidence when the office is very busy or if there is a school emergency
- To show an ability to maintain confidentiality at all times
- The ability to work with a wide variety of people
- High levels of planning and foresight
- The ability to work on own initiative and prioritise effectively
- To be reliable, punctual and resilient in high pressure or emotional situations.
- A good sense of humour

Desirable

- Experience in a school or college environment
- Higher Education qualifications such as a degree or equivalent
- PA/administration training/qualifications
- IT training/qualifications

Salary:

The post will be remunerated at SCP scale between point 32 and 35 (currently £41,320- £44,303 for 43 working weeks). Positioning on the scale will be determined by skills, qualifications and experience.

Hours

The role is advertised on a Term Time (39 weeks) plus 4 weeks basis. This means that in addition to term time, 20 additional days should be worked during school holidays. These can be taken with flexibility across half terms and/or full holidays with the exception that the Head's PA should work on GCSE results day and the day after GCSE results day, which are usually (though not always) released on the third Thursday in August. The Head's PA should also be available to work on at least two of the days in the week prior to the Autumn Term commencing. With the exception of the named days, a request to work up to 5 of the 'plus' days from home would be considered.

Safeguarding: recruitment

We have a duty of care to ensure the well-being of our students. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As a school, we maintain the highest possible standards during our recruitment and interview processes. Applicants will undergo enhanced DBS and a range of other statutory and online checks. The Henrietta Barnett School values the diversity of our staff and students, and all of our staff are equally valued and respected. Only by doing this can we maintain the quality of the staff we recruit. It is the duty of any post-holder appointed to promote and safeguard the welfare of pupils at the school.

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If you would like to apply for the role, please complete the application form using My New Term by **Tuesday 7th July 2026** at midday.