



**Administrative Assistant  
to the Senior Leadership  
Team**

**Starting: As soon as possible**

**Closing date: 07 June 2026**

**Interviews: To be confirmed**



**John Hampden  
Grammar School**

# Our School

Welcome to John Hampden Grammar School – a thriving, innovative boys Grammar School where everyone can **#BeMore**. We are a friendly and caring community of over 1200 boys and 125 staff who all support each other to be the best we can be.

John Hampden really is a special place to work and this was recognised in our Outstanding Ofsted report in September 2022. The report noted that our boys are **“ambitious, confident, happy and kind”** and **“they behave exceptionally well and display exemplary character”**. In addition **“teachers challenge and nurture all pupils”** and **“Leaders have designed a rich and ambitious curriculum for all year groups and for all pupils, including for those with special educational needs and/or disabilities (SEND).”**

We are not an 'exam factory' and recognise that a student's mental wellbeing and happiness contributes to their overall success. The JHGS staff, parents/guardians and Governors are committed to ensuring that every student exceeds his potential whilst having the time of his life, making memories, and building skills to equip him to be successful through his future years.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas allowing them to #BeMore in ways individual to them and their personal and department goals.

I look forward to receiving your application to join JHGS.

**Miss Tracey Hartley,**  
Headteacher



**#BeMore**



September 2022



In partnership with  
**NATIONAL  
CHILDREN'S  
BUREAU**

Wellbeing Award  
for Schools

2023-2026

# Meet the Team

At JHGS, we recognise and value the professional expertise that our Support Staff bring to the school. From Student Support, Finance and Administration to Facilities and Data Management, our Support Staff play a crucial role in providing essential services which directly impact the learning environment of our school.

No two days are ever the same, and we are grateful that our Support Staff are more than happy to roll-up their sleeves and get involved in the wider school life from accompanying school trips to supporting various school clubs and activities.

In the role of Administrative Assistant to the Senior Leadership Team, you will ensure the smooth day-to-day running of leadership and communications-related processes whilst providing administrative support for our recruitment service.

As a member of our team at JHGS, you can expect:

- Guidance and support from a network of experienced professionals
- Training and development support you in your role
- The opportunity to work with varied Support departments including Pastoral, Finance, HR, Curriculum Support, Data and Examinations
- Varied opportunities to get involved with wider school life.



**[Click here to view our channel where you can see our school in action!](#)**



# The Job Description

**Hours:** 32.5 hours per week (8.30am -3.30pm), Monday to Friday, 39 weeks per year (term time only plus 5 INSET days per year). Flexibility with working hours may be considered for a suitable candidate and discussed at interview.

**Contract:** Permanent

**Salary:** Bucks Pay Range 4, currently £31,424 to £33,735 FTE (actual salary for 32.5 hours per week, 39 weeks p.a. is in the range £23,515 to £25,244)

**Reports to/ accountable to:** Executive Assistant to the Headteacher & Deputy Headteacher

## Key Functions:

- To work closely with the EA to the Headteacher to provide support to SLT, ensuring the smooth day-to-day running of leadership and communications-related processes.
- To provide support with school events and day-to-day school organisation and operations functions as directed by the Executive Assistant to the Headteacher and SLT Members.
- To provide administrative support for a responsive and highly effective recruitment service in line with the School's Safeguarding policy and safer recruitment procedures.

## Main responsibilities:

### Administrative duties

- Provide high-level administrative & organisational support to the Senior Leadership Team (SLT) including processing of letters, reports, notices, collation of documents/meeting minutes etc.
- Manage diaries, appointments, meetings and correspondence for SLT using the relevant school IT software.
- Provide cover for EA to the Headteacher/SLT as required.
- Assist in answering calls and queries to the main school number and provide cover on Reception as and when required.
- Work with the whole school administration team as required to maintain operational efficiency.
- Act as a Super User for the school's Visitor Management/ Emergency Evacuation system.
- Work with Assistant Headteacher to maintain Duty rotas, using the School's management information system (Arbor).
- Provide support for school events and projects in accordance with the School calendar, for example Open Evening, Outreach project support and Feeder school visits. Liaising with appropriate stakeholders as required.
- Manage stock levels for SLT kitchen/hospitality.

## Recruitment Administration

- Organise and administer all recruitment activity, ensuring Safer Recruitment practices are maintained in line with statutory obligations.
- Work with the HR Manager to ensure job descriptions and person specifications are updated as required.
- Create and maintain applicant information (job) packs for both teaching and support roles.

# The Job Description

## Recruitment Administration (continued)

- Act as a Super User for recruitment platform 'My New Term' to advertise vacancies and manage the recruitment lifecycle including arranging interviews and requesting references.
- Work with HR Manager to identify appropriate job advertising channels for vacancies and promote and/or advertise as required.
- Take a proactive approach to work with the recruiting manager to shortlist candidates and arrange interviews including the creation of schedules, obtaining interview information (e.g. lesson observation outlines) and creation of interview packs.
- Be responsible for checking the Recruitment email inbox, ensuring a timely response to questions and queries.
- Ensure all recruitment activity complies with safeguarding, data protection and consent requirements.

## General:

- To attend training sessions and courses, both in school and externally, linked to Team Development Plan and Appraisal.
- To be aware of all relevant school procedures and to attend department and support staff meetings.
- To carry out any other duties that are required and are commensurate with the role
- To be aware of and to execute effectively the postholder's responsibility for promoting and safeguarding the welfare of young people with whom he/she is likely to come into contact.
- To take responsibility for personal Health & Safety ensuring that all accidents and near misses are reported. Ensure that you take a responsible attitude to Health & Safety and that any hazards are reported to the School's Health & Safety Officer.
- To ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues and clients.



# PERSON SPECIFICATION

## Essential

## Desirable

### Qualifications and Experience

- Strong administrative ability gained in a fast paced organisational setting
- Proven ability to work concurrently for more than one senior manager
- A good general education
- A minimum of English Language and Maths GCE 'O' level or GCSE (grade C/5 or above)

- A level or equivalent in English
- Experience of working in schools or with young people
- Experience of organising events or event management

### Knowledge/Skills

- Proficiency in all aspects of Microsoft Office, particularly Word and Excel, knowledge of or ability to learn Google Suite.
- Proven ability to deal with confidential information and sensitive situations
- Excellent attention to detail and proficiency in producing high quality communications
- Excellent time management and prioritisation skills.
- Ability to be proactive and show initiative in dealing with day-to-day situations
- Problem solving skills including the ability to apply diplomacy and tact when appropriate
- The ability to remain calm and composed under pressure
- Confident interpersonal skills with the ability to communicate effectively with students, parents, staff and the wider School community

- Previous experience of Arbor software or similar database systems
- Knowledge of child protection and safeguarding policies

### Personal Qualities

- A firm belief in the potential of every pupil
- Patient with a good sense of humour
- Willingness to learn new skills and undertake training as required
- Adaptable, flexible, and able to work with minimum supervision
- Reliable team player who is willing to make a full contribution to the department
- Smart personal appearance
- Understands and is willing to uphold the values of John Hampden Grammar School



# #BeMore at JHGS!

When you join the JHGS team, you become part of a community with a long and proud history of educating able boys. Academic excellence pervades all that we do but JHGS offers far more: we encourage boys to enjoy as wide an experience as possible. A JHGS education is inspirational and we are proud of the young men who leave us to make their mark locally, nationally and internationally.

In addition to our hard working and rewarding students, by joining JHGS you can also look forward to:

## **Staff Development and Opportunities**

- Excellent induction including on the job support
- Excellent in-house and external CPD opportunities
- Positive Behaviour Policy and an outstanding Pastoral Team
- The opportunity to go on or lead Educational Visits in Britain and abroad. Recently staff have been to Barcelona, Valencia, Porto, Berlin and Austria.
- Many staff have gained internal and external promotions

## **Financial and Practical**

- Membership of the Local Government Pension Scheme (LGPS)
- Flexi-Day Scheme - ability to take up to 5 Flexi-Days during term time (depending on role)
- Long service awards
- Free parking on site
- Education Support staff are eligible to join various national discount schemes (e.g. Blue Light Card, Educational Support Staff Discounts etc.)
- Good local transport connections; just off Junction 4 of the M40. The train takes 30 minutes to central London and 33 minutes to Oxford Parkway
- Cycle to Work scheme

## **Wellbeing and Social**

- Wellbeing Award for Schools accredited
- Welcoming, friendly and supportive colleagues
- Supportive and appreciative parents
- School canteen open from 7.30am serving a range of hot and cold food, salads, sandwiches, cakes/ desserts
- Discount on membership to Wycombe Sports and Leisure Centre opposite the school
- Access to an Employee Assistance Programme and wellbeing app
- Access to Education Support: An Employee Assistance Programme (Health Assured) and 'Wisdom' wellbeing app
- "Celebration" moments awarded termly
- Regular Staff Social Events; book club, parties and meals, 5-a-side football, tea, coffee and cakes in the staffroom



**...and don't forget our students!  
They're the ones who will make you laugh every day and give you  
memories of JHGS that you'll treasure!**

# How to apply

## Safeguarding

JHGS is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake an enhanced criminal record check through the Disclosure and Barring Service (DBS). Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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All Applicants must fully complete a JHGS Application Form to be considered for a role at our school, in line with our safeguarding protocols. CV's may be submitted in addition to the application form in order to supply any additional background information. All information within your application will be treated in confidence.

If you have any queries with regards to the role or recruitment process, please contact the HR Team on [recruitment@jhgs.bucks.sch.uk](mailto:recruitment@jhgs.bucks.sch.uk)



[Click here to apply now](#)

**Closing Date: Sunday 07 June 2026**

**Interviews: To be confirmed**

The school reserves the right to change these dates, and to close the vacancy at any time, so early application is advised.

## Equal Opportunities

JHGS is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Click on the text under the image to find out more!



[Curriculum](#)



[Pastoral](#)



[Extra Curricular](#)