



ABINGDON



PA TO THE HEAD

Closing Date: 24 September 2026 (9am)
Interviews: 05 October 2026

Early applications are encouraged. We may make an appointment prior to the advertised closing or interview dates.

Job Pack AS04



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Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Schools Group. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the Group to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our websites, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Schools Group is a community of some 1650 students across Abingdon Prep, Abingdon School and The Manor Prep. Boarding is available at Abingdon School from 13+ and boarding houses are full with around 150 boarders. Our Sixth Form has around 380 students and we employ around 500 teachers and support staff across the Group. The Board of Governors oversees the whole Group.

Our schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. We also have new facilities for Economics and Business Studies; and Computer Science, alongside two additional houserooms for the students. Furthermore we have recently added to our extensive sports facilities - both at Tilsley Park and on the senior school campus - these offer some of the best sports resources in the area. The Group benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In September 2026, we welcomed our first co-educational cohorts to the First Year and Sixth Form at Abingdon, with co-educational entry to our Third Year (13+) from September 2028.

Abingdon School may be over 760 years old but we are a forward-looking, dynamic group of schools. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



A handwritten signature in black ink that reads "Justin Hodges".

Justin Hodges
Director of Finance & Operations

Job Description

The Role

Location: Abingdon School (with occasional travel to Abingdon Preparatory School) or Tilsley Park or The Manor Prep

Reports to: The Head

We are seeking to appoint an exceptional PA with excellent attention to detail, highly organised with strong communication skills to support the Head and the Clerk to the Governors.

The Head has a heavy workload and busy diary. The post holder will therefore need to be a self-starter with the ability to work both collaboratively and independently using their own initiative. Aside from the professional skills required, a flexible approach, enthusiasm and an ability to work proactively and collaboratively is essential. The post holder will be intelligent, articulate and confident.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

As PA to the Head

- Manage the Head's office: deal with all incoming communications; allocate correspondence to appropriate members of staff for action where appropriate; draft documents on behalf of the Head; maintain office systems and processes; manage financial budgets.
- Keep the Head's diary and arrange meetings, catering, room/hotel bookings, and travel as necessary.
- Take minutes when required at meetings and interviews.
- Provide hospitality for visitors and meetings.
- Communicate as necessary with pupils, parents, teachers, governors, staff and external contacts on behalf of the Head.
- Some attendance at school on Saturdays and evenings for school events and meetings.
- Organise Prize Giving: managing nominations; communicating with pupils, parents, staff, governors and benefactors; organising all aspects of the ceremonies.
- Oversee the process for pupils leaving the school: liaising with the Director of Admissions, Deputy Head Pastoral, Heads of House and Accounts department; providing references for pupils; communicating with parents re. contractual obligations; arranging meetings with parents as necessary.
- Responsibility for the Complaints Log: first response to complainants; liaison with other staff as necessary; collation of accurate records.
- Responsibility for the Pupil Sanctions Log for Head's Detentions, Suspensions and Permanent Exclusions: communication with parents and pupils, collation of accurate records.
- Send out Scholarship letters and arrange the Scholars' Ceremony.

Job Description (cont.)

Assisting the Clerk to the Governors

- Schedule dates for Governor meetings.
- Facilitate arrangements for Governor meetings and committees by booking rooms, catering and parking.
- Minute taking for all meetings of the Governing Body and supporting committees. Governor meetings take place in the late afternoon/early evening.
- Draw up draft minutes of each meeting and circulate to the Chair and Clerk prior to publication.
- Maintain the Governors' action log arising from the minutes.
- Facilitate induction arrangements for new Governors.
- Supporting Governors' Appeal Panels for hearings associated with disciplinary matters, grievances and parental complaints in conjunction with the Chair.
- General communication with Governors regarding events at school and providing any additional assistance required with governorship duties.
- Organise induction days for new Governors.
- Support and liaise with the Clerk to the Governors as required.

Please note that this job description is subject to variation to meet the changing needs of the Schools.



Person Specific Criteria

The following skills and attributes are required:

- Excellent interpersonal skills; able to liaise with people at all levels.
- Excellent written communication skills with a high standard of literacy.
- Excellent verbal communication skills with a friendly and assertive manner.
- Excellent IT skills including the use of Google suite, familiarity with databases such as iSAMS and experience of scheduling online meetings.
- Ability to operate in an environment of absolute confidentiality and discretion.
- Excellent levels of accuracy and attention to detail.
- A 'self starter' with the ability to work with minimal supervision on own initiative.
- Excellent organisational skills. The ability to prioritise own workload.
- Ability to establish rapport easily: courteous, friendly and tactful. A professional approach when dealing with staff and visitors.
- Ability to keep calm under pressure.
- Some flexibility of hours required, including occasional Saturday mornings and some evenings.
- Displays commitment to the principles of equity, diversity and inclusion.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

Relevant experience:

- PA or EA experience at executive level.
- Understanding or previous experience of school administration.
- Experience of servicing committees/meetings.



Further Information

Hours and weeks of work

The postholder will be required to work a 40 hour week, 8.30am - 5.00pm (with a 30 minute unpaid lunch break) during term time (34 weeks per year). There will also be a requirement for the postholder to do some work during evenings, weekends and school holidays as detailed below:

- Approximately four weeks per year will be worked, as agreed with the Head, during school holidays. These dates are likely to include A Level and GCSE results days in August as well as days at the start and end of each term.
- The equivalent of a further two weeks per year will be worked during evenings and weekends supporting events such as Open Day, Prize Giving and minuting various evening meetings.

The full time equivalent (FTE) for this role calculates as follows:

8 hours per day x 5 days per week x 40 weeks = 1600 hours worked
1600 hours worked uplifted by 14.5% holiday pay accrual = 1832 hours paid
1832 / 2085.6 hours = 0.8784 FTE

All full time/all year round roles are entitled to 25 days' paid annual leave plus the 8 bank holidays. As this role is classed as term time plus, holiday is paid as part of the salary.

Salary

The salary for this role working 40 hours a week, 40 weeks a year is £38,032 based on an FTE of 0.8784 per annum.

The full time salary range for the role is £43,298 per annum based on working 40 hours per week for 52.14 weeks per year.



Further Information

Notes

- The role is available from **January 2027** although ideally a handover in **December 2026** is desirable.
- Annual leave is generally expected to be taken during published Abingdon School holidays rather than during term time.
- For an informal discussion about the role please contact **Michael Windsor, Head**, initially via email: recruitment recruitment@abingdon.org.uk.
- Early applications are encouraged and we may make an appointment prior to the advertised closing or interview dates.
- The closing date for applications is **9am on Thursday 24 September**.
- Interviews will be held on **Monday 5 October 2026**
- For safeguarding reasons, please note we are unable to accept applications by CV. All applicants must complete the standard Abingdon application form.

Training Requirements

The following mandatory training will be provided:

- Cyber Security Training
- Equality, Diversity & Inclusion
- Fire Awareness
- Health & Safety Induction
- Manual Handling
- Prevent
- Safeguarding Training (Triennial)
- Sexual Harassment Awareness
- Working at Height

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

All staff are required to confirm that they have read and understood the School's Health and Safety Policy.

Benefits of working at Abingdon

Annual Leave:

You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.



92% of our staff say the facilities and resources for staff are good (2026 staff survey)



Time Off & Flexibility



Working from Home (WFH):

We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.



Christmas Closure:

Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.

Death in Service Benefit:

For your peace of mind, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



Financial Planning Appointments:

Staff have access to professional financial planning appointment, subject to terms and conditions.

Outstanding Pension Scheme:

We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.

Super Camps Discount:

Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.



Financial & Family Support



Foundation Grant (School Fees):

If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.



School Counsellors and Physios:

Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).



Employee Assistance Programme (EAP):

Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.



Sports Centre Membership and Theatre discounts:

Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.



Cycle to Work Scheme:

Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.



Health & Wellbeing

Other Health and Wellbeing Benefits:

Include access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.



Social:

There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

Free Lunch:

Most staff can enjoy a delicious free lunch and refreshments during term time.



Free Parking:

We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).



Everyday Perks

Staff Development

“ 99% of our staff say they have good working relationships with their immediate colleagues (2026 staff survey) ”

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

How to Apply

To apply, please go to **MyNewTerm**, our recruitment portal and submit an **application**. Please note we are unable to accept CVs, testimonials or examples of work.

References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks.

Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?

Contact our Recruitment Team at **01235 849136** or recruitment@abingdon.org.uk

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON

**Co-educational independent day and boarding school
for pupils aged 11 to 18 years**