



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – PA TO THE SENIOR DEPUTY HEAD

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

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

The PA to the Senior Deputy Head is responsible for providing proactive, comprehensive, and confidential administrative, secretarial, and organisational support to the Senior Deputy Head. The successful candidate will have experience of a similar role within a professional environment supporting at a senior level.

This is a full time, term time role plus one week during school holidays, to afford time to prepare for and close out school terms. The hours of work will be 37.5 per week, Monday – Friday. The standard work pattern is 8.00am to 4.00pm, with an unpaid 30 minutes for lunch. This is a busy and varied role, and a flexible approach is essential to be able to support a dynamic workload with an occasional requirement to work outside of normal hours, for example during busy times or to organise and attend evening meetings and events.

The successful candidate will have proven administrative experience, be highly organised and able to work well independently in a busy office. A proactive and flexible approach to work is important, as is the willingness to work as part of a team.

Excellent organisation skills are also essential to be able to prioritise tasks and work well within a small professional team. The successful candidate will be self-motivated and able to work flexibly and under pressure. They will be professional and

	<p>friendly and able to demonstrate good interpersonal skills which are critical for effective communication with pupils, parents and staff across the school.</p> <p>This role is part of the School Office team and as such is line managed by the School Office Manager.</p> <p>We welcome applications from suitably qualified and experienced candidates who can offer an excellent command of written and spoken English, an exceptional telephone manner, and the ability to ensure all visitors to the Senior Deputy Head’s office receive an efficient and welcoming service, in line with the ethos of the school.</p> <p>How to apply:</p> <p>Candidates are asked to apply using the online MyNewTerm application form linked to our advert on the ‘Work With Us’ page of our school website or directly at https://mynewterm.com/school/The-Portsmouth-Grammar-School/116583</p> <p>Any enquiries about the role or how to apply are welcome at recruitment@pgs.org.uk</p> <p>The closing date for receipt of applications is midday on Monday 1st June 2026 and interviews will be scheduled to take place on the school site in the week commencing 8th June with a provisional interview date of Thursday 11th June 2026.</p>
<p>Line management responsibility for</p>	<p>This role has no line management responsibility.</p>
<p>Main duties and responsibilities</p>	<p>Strategic and Administrative Support</p> <ul style="list-style-type: none"> • Bring a proactive, forward looking, and reflective approach to ensuring the smooth and efficient running of the Senior Deputy Head’s Office. • Plan and manage the Senior Deputy Head’s diary, appointments, and reminder systems to maximise the effective use of their time, including rescheduling commitments in response to incidents or urgent matters. • Meet parents and visitors for the Senior Deputy Head to welcome them to the school prior to the meeting starting. • Provide administrative support to the Assistant Head (Co-Curricular) as required under direction of the Senior Deputy Head • Prepare paperwork, briefings, and relevant information in advance of meetings, conferences, and events. • To minute meetings when required. <p>Behaviour, Detentions and Academic Supervisions</p>

- Administer detentions and academic supervisions on behalf of the Senior Deputy Head, ensuring appropriate staffing, timely circulation of letters, and accurate reporting for Governors.
- Communicate with pupils and parents regarding detentions and academic supervisions.
- Develop and maintain a system to ensure missed detentions and academic supervisions are consistently tracked and carried forward and escalated as required.
- To support the Senior Deputy Head when managing incidents involving pupils, including the process of getting statements and taking interviews.

Communication and Correspondence

- Manage incoming and outgoing correspondence for the Senior Deputy Head's Office, drafting letters and emails and ensuring timely and appropriate responses.
- Maintain accurate records of correspondence with parents and other stakeholders.
- Working with the school office (Operations Administrator), use the complaint log and behaviour log (including all relevant logs within these publications) to produce reports as required by the Senior Deputy Head.

Information Management & Documentation

- Prepare, edit, and process documents, reports, and presentation materials to a high standard and within agreed timescales.
- Develop and maintain administrative systems, records, and databases—ensuring all data relating to staff and pupils is handled in line with data protection requirements.
- Prepare the weekly Senior School staff bulletin, identifying and gathering information from relevant staff.

Event Coordination

- Monitor and provide oversight for school event planning forms, ensuring necessary details and approvals are in place.
- Attend the Weekly Planning meeting to ensure events are fully supported between IT, Estates, Cleaning and Catering
- Assist with organising events including parent talks, information evenings and others as required.

Compliance, Discretion, and Professional Conduct

- Ensure all work complies with GDPR legislation and the School's Data Protection Policy.
- Maintain absolute confidentiality and sensitivity in all aspects of the Senior Deputy Head's work, both within and beyond the School.
- Contribute positively to the promotion and reputation of the School within the local and wider community.

	<p>Other Duties</p> <ul style="list-style-type: none"> • Undertake any additional tasks as reasonably required by the Senior Deputy Head, Bursar, or School Office Manager to support the effective running of the Senior Deputy Head’s Office and the wider School Office • Work collaboratively with other members of the School Office Team to help facilitate the work of the School Office, providing cover or assistance as appropriate from time-to-time
<p>Person specification summary</p>	<p>The successful candidate will be able to demonstrate:</p> <ul style="list-style-type: none"> • Substantial senior-level administrative experience gained in a complex environment. Experience within an educational setting is desirable but not essential. • A positive, solutions focused attitude and a commitment to delivering work to a high standard. • Excellent interpersonal and communication skills, with a diplomatic, discreet, and professional manner. • Exceptional accuracy and attention to detail. • Flexibility, adaptability, and calmness under pressure, with the ability to respond effectively to changing priorities and the unpredictable nature of school life. • A proactive and organised approach to work, with strong planning skills and the ability to prioritise tasks independently. • The capacity to maintain a high workload, balancing multiple tasks and competing deadlines effectively. • Strong IT proficiency, including confident use of Microsoft Office, desktop publishing software, databases, and management information systems. • A sound understanding of data protection requirements, including UK GDPR. • A willingness to ‘pitch in’ when needed, demonstrating a professional, unflappable, and approachable demeanour. • Good numerical skills, sufficient to work confidently with statistical data. • An enjoyment of working with children and young people, and a willingness to participate fully in school life, including attending occasional evening or weekend events. • High levels of personal integrity, honesty, enthusiasm, and resilience, together with a firm commitment to maintaining confidentiality.
<p>Safeguarding responsibilities</p>	<ul style="list-style-type: none"> • The role is based on the school site and involves working with pupils on a daily basis and therefore involves regulated activity with children. • It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.

<p>Benefits</p>	<p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.</p> <p>The annual pro-rata salary for this full time, term-time, plus one week, role is set at point 23 of the PGS Support staff pay scale, and is £22,709 which includes contracted term times and holiday pay. This is based on a FTE salary of £28,386 for a full-time, year-round role.</p> <p>This is a term time only role and the postholder will be required to take their holiday during the school holidays and not during PGS term times.</p> <p>Key financial benefits of employment at PGS include:</p> <ul style="list-style-type: none"> • A generous salary structure • School fees remission is available to eligible employees following successful completion of a six-month probationary period, subject to criteria and approval; applied pro rata for part-time staff • For eligible employees, pension provision is offered through either the NEST or AVIVA scheme, both of which operate on a salary sacrifice basis • Non-contributory death-in-service policy calculated at 3 times annual salary <p>Other key benefits include:</p> <ul style="list-style-type: none"> • Provision of a two-course lunch during school terms, where staff work a full day • Cycle to Work Scheme • Free use of the school's Sports facilities which include a well-equipped Fitness Centre • Employee Assistance Programme • A staff parking space can be applied for, with allocation depending upon availability <p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.</p>

Person specification

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

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • A good standard of education, with excellent spoken and written English. 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Senior secretarial and administrative experience, working in a complex environment and supporting at senior level • Experience of working in a team 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working in a similar role in an educational setting 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent interpersonal and communications skills, along with a diplomatic and discreet outlook • A good telephone manner and the ability to deal with visitors and callers in a calm and courteous way • An enjoyment of working in the company of children and young people, and of participating fully in the life of the school, including attending the school for out-of hours events at evenings and weekends • A high level of personal integrity, honesty, enthusiasm and stamina, and a commitment to maintaining the highest levels of confidentiality • Accuracy and thorough attention to detail • Flexibility, adaptability, calmness under pressure, responsiveness to a changing environment, and an understanding of the unpredictable nature of work • A proactive approach to planning and prioritising work on their own initiative, as well as first rate organisational skills 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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	<ul style="list-style-type: none">• The ability to maintain a high work rate and to cope with a range of tasks and competing priorities• A willingness and ability to 'roll up sleeves' in an emergency along with a professional, unflappable and approachable demeanour• Sufficient numeracy to deal confidently with statistical data• The ability to develop positive relationships across the school.• The ability to work in a team and to become involved in the life of the school and engage with a wide variety of people		
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Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • Proficient use of Microsoft Office, desk-top publishing software, databases and management information systems • A willingness to develop knowledge and understanding of GDPR legislation • A willingness to undertake all training required by the School including safeguarding training 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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<p>Personal competencies, qualities, attitude and behaviours</p>	<p><i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work in a setting with children and young people. • ability to form and maintain appropriate relationships and personal boundaries with children and young people. • ability to work collaboratively across departments and support functions. • willingness to work as an integral part of a busy team in the accomplishment of common goals and strategy objectives. • willingness to support the aims and ethos of the school. 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • An interest in continuous professional development, to expand knowledge and to undertake relevant training 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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