



Personal Assistant to the Senior Leadership Team

Start Date: ASAP

Actual Pro Rata Salary £25,098

Term time 40 weeks per year, 39 weeks plus 5 days in school holidays

27.5 hours a week hours per week, Monday to Friday.

We are looking for a committed and capable **Personal Assistant (PA)** to provide high-level administrative and personal support to the Headteacher and Senior Leadership Team (SLT) at Heathermount School. This is a key role, supporting the school's leadership in delivering outstanding outcomes for our students. Working in a specialist setting, you will need a calm, confident manner, a strong eye for detail, and a flexible approach.

Heathermount is a well-resourced day school set in 14 acres, providing high-quality education for students aged 5–18 with Special Educational Needs and Disabilities (SEND), primarily with a diagnosis of autism. We pride ourselves on small class sizes, exceptional facilities, and a dedicated staff team. We were rated '**Outstanding**' by Ofsted in **October 2024** and have recently been awarded both the **Leading Parent Partnership Award (LPPA)** and the **Wellbeing Award for Schools (WASSP)**.

We are looking for someone with the following attributes:

- Has proven experience as a PA or senior administrator, ideally in education or a SEN setting
- Possesses strong interpersonal and communication skills
- Can manage multiple tasks independently with a calm, professional approach
- Is highly organised, detail-oriented, and IT confident (Microsoft Office, Google Workspace, Arbor preferred)
- Understands the importance of confidentiality and professionalism
Has knowledge of school terminology and/or an understanding of autism (training available if not)

This role involves:

- Managing SLT diaries, schedules, and appointments
- Organising and minuting meetings
- Drafting and preparing correspondence, reports, and presentations
- Coordinating communication with parents, governors, professionals, and external agencies
- Supporting preparations for Ofsted and other external inspections
- Maintaining accurate records and ensuring confidential information is handled appropriately
- Assisting with internal systems and daily school operations

Why work for us:

- To work alongside a friendly and passionate team of professionals.
- We provide a comprehensive CPD programme to aid you in developing your career further.
- The chance to work in a school that received an “Outstanding” Ofsted inspection in October 2024.
- To work in a setting that achieved LPPA and WASSP Accreditation in October 2024 and Advanced Autism Accreditation in July 2021.
- A competitive salary and contributions to your pension
- To work in a setting with a strong focus on staff wellbeing.

Benefits included:

- Performance related bonus
- Life Insurance cover @ 2 x your basic salary
- Subsidised lunches and free end of term breakfasts
- Employee assistance and well-being support and advice
- Free onsite parking
- Long service awards
- Cycle to Work Scheme
- Pension scheme
- Livi GP services
- Blue light card
- Bright exchange (discount scheme)

Heathermount is committed to safeguarding and promoting the welfare of its students. All positions are subject to receipt of a satisfactory Enhanced DBS check, Barred List check, online searches and 2 employment references.

If you would like to know more about the position or arrange a visit or an informal discussion, please don't hesitate to contact us.

At Heathermount we evaluate applications on receipt and may contact suitable candidates for interview before the closing date. Please note, the role will close as soon as a successful candidate is appointed so early application is recommended

Closing Date: 10/06/2026

Interview date: 11/06/2026