

PA to the Headteacher

to include Admissions

The King's School, Harpenden

Full-time (*some reduction in hours is possible if part time preferred – min 30 hours/week*)

Start date: 6 January 2025



At The King's School, we offer a warm, welcoming, and dynamic learning environment where every member of staff has the opportunity to grow and flourish. Our small class sizes allow for a personalised teaching approach and help foster a close-knit community, all set in a stunning rural location. Our passionate and dedicated staff work together to inspire and challenge students academically, while also providing outstanding pastoral care. As a Christian school, we actively encourage our pupils in their faith journeys, modelling a relationship with Jesus that is both authentic and relevant to their lives. This approach – blending academic excellence, character development, and faith – is what makes The King's School such a special and rewarding place to work.

We are looking for a PA to the Headteacher who will play a pivotal role in ensuring the smooth and effective running of the school, particularly through school communications and the admissions process. A significant part of this role involves shaping the first impression families have of our school, from initial enquiries through to enrolment, as well as supporting and expanding our marketing strategy to attract new families and raise the school's profile. The successful candidate will ensure that our unique ethos and values are communicated effectively to prospective families, and it would be desirable, though not essential, for them to have the vision and creativity to enhance our marketing initiatives, including digital platforms, social media, and outreach to the local community.

The ideal candidate will work within the admin team and be proactive, highly organised, personable, and detail-oriented, with strong IT skills and the ability to communicate clearly with colleagues, parents, pupils, trustees, and external agencies. Confidentiality, discretion, and a high level of professionalism are essential in this role.

At The King's School, we offer a unique opportunity to work in a friendly yet professional environment. We have our own pay scale, with the added benefits of employer pension contributions, and healthcare cover for all staff. For more information and to request an application pack, including the full job description, please contact the school:

Call 01582 767566 or request by email to: kings.pa@thekingsschool.com

Applications open until 4th October 2024

Interviews to be arranged between 7th – 18th October 2024

A clear commitment to the Christian ethos of the school is essential.

*There is a Genuine DfE registered Occupational Requirement (GOR) that the post-holder is a Christian.
Part 1 of Schedule 9 to the Equality Act 2010 applies.*

The King's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Candidate will have 2 years referencing taken up, be required to complete a Disclosure Application and have a full enhanced Disclosure and Barring Service (DBS) check.

The King's School, Elmfield, Ambrose Lane, Harpenden AL5 4DU Tel: 01582 767566