



OUNGLE

School

PA to the Assistant Head Pastoral & Assistant Head Safeguarding

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

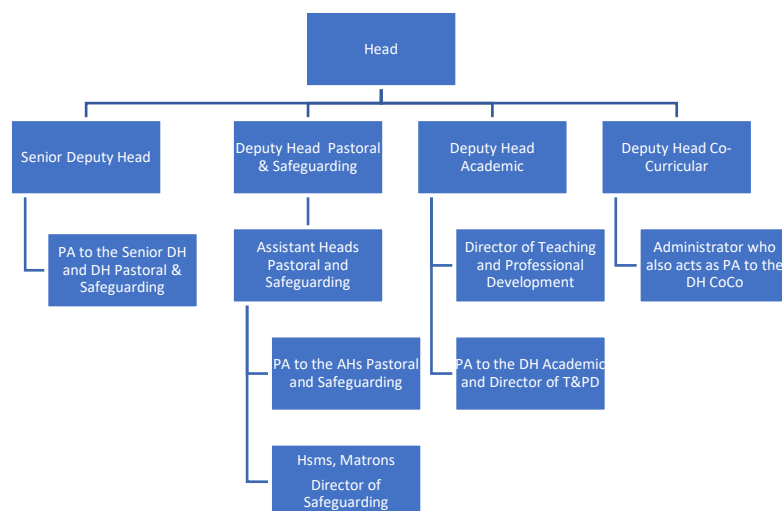
Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

The purpose of the role is to assist the Assistant Head Pastoral and Assistant Head Safeguarding in maintaining a smooth running and efficient office by dealing with all administrative functions. The post holder will also provide individual diary support for the Deputy Head Admissions and will be part of a team of PAs working in the Brereton Rooms and will be expected to collaborate and assist with the work of other PAs as the need arises.

About the department

The Brereton Rooms houses the offices of the Senior Deputy Head, the Deputy Heads Academic, Pastoral & Safeguarding and Co-Curricular and the Assistant Heads Pastoral and Safeguarding. The Assistant Head Pastoral line manages the Housemasters and Housemistresses (Hsms) and the Matrons and Relief Matrons. The Assistant Head Safeguarding line manages the Director of Safeguarding.



Note: the organisational chart above is limited to the immediate team. This role works within and does not include the full Leadership Team which reports to the Head.

Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Key Responsibilities

- Providing secretarial support and assistance using School standard software and layouts
- Ensuring that work is completed, deadlines are met, and high standards of accuracy are maintained at all times
- Ensuring anticipation and scheduling of known cyclical tasks to ensure timely and efficient working practices
- Exercising confidentiality and discretion when dealing with sensitive information
- Producing and distributing documents and correspondence as required, checking that all paperwork is of the highest standard
- Making arrangements for on and off-site meetings as required, ensuring that resources are organised and participants receive all required information and papers in good time
- Attending and take minutes at meetings as required
- Organising travel arrangements, trains, taxis, dates etc. as necessary
- Arranging particular functions as required

Organise

- the annual schedule for the Pastoral Calendar including meetings and dinners
- the distribution of agendas for meetings and circulation of minutes as required
- the updating and distribution of notices for House boards at the start of each academic year
- the schedule for House photographs

Administer

- the system for seeking and sharing welfare updates from parents at the start of each term
- the process for induction, probation and appraisals of staff in key roles
- requirements for pastoral and safeguarding training, liaising with HR and IT as necessary
- the system for pastoral/safeguarding information sharing for new joiners/leaving pupils
- Hsms' end of year letters to the parents of Upper Sixth Leavers

Other

- Prompt Hsms/other staff for updates to pastoral and safeguarding logs as required including
 - pupil timelines on CPOMS
 - travel arrangements on IGTM
 - pupil visits to Staff private sides (NMS requirement)

- logs required for visa requirements (UKVI)
- Monitor and maintain records for the Assistant Heads Pastoral and Safeguarding including
 - follow up of filtering and monitoring concerns
 - permissions for dispensation from shaving
 - pupils who are the subject of court orders
- Assist the Director of Safeguarding and the Matron Co-Ordinator with administrative tasks and associated correspondence as necessary
- Provide individual diary support for the Deputy Head Admissions
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Educated to at least GCSE Level standard (or equivalent) with competent English (at least grade 6/7 at GCSE or equivalent level) or have experience that can demonstrate this level	✓	
Educated to A Level standard (or equivalent) or above		✓
GCSE Level Maths		✓
IT qualification such as OCR, CLAiT, IBT, ECDL (or equivalent)		✓
Shorthand		✓
Competencies, Skills & Experience	Essential	Desirable
Extensive secretarial /personal assistant experience	✓	
Proven experience managing an office for a senior manager	✓	
Diary management for a senior manager	✓	
Competent in the use of Word, Excel, email systems, databases	✓	
Extensive experience of handling confidential matters	✓	
Basic numerical knowledge	✓	
Experience with Microsoft Teams and / or iSams		✓
Experience within an educational establishment		✓
Internet/Intranet experience and competence		✓
Personal qualities	Essential	
Excellent communication skills: face to face, electronically and on the telephone	✓	
Ability to work well under pressure, juggling priorities	✓	
Good time management, well organised, efficient planner	✓	
Enthusiasm and the ability to use initiative	✓	
Personable team player with a collaborative and flexible approach	✓	
Discretion and understanding towards sensitive situations	✓	

Creative in seeking improvements and solutions to problems	✓
Able to contribute to the development of efficient and effective administrative systems	✓
Understanding of the protocols of school life	✓

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** September 2026
- **Contract:** Permanent
- **Working weeks:** This role is to work Term time 42 days, which is 41.4 weeks per annum (paid for 47.21 weeks, to include entitlement to holiday pay).
- **Hours of work:** The requirement is to work 40 hours per week, 08:30 to 5:00 Monday to Friday, and 08:30 to 11:00 Saturday. On Monday to Friday, you are entitled to a daily one-hour meal break. All meal breaks are non-working hours and unpaid.
- **Salary:** £34,142 actual (£37,606 FTE). You will be paid each month through the year.
- **Holidays:** Holidays are not to be taken during Oundle School term time. 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

**Closing date for applications is Monday 27 July 2026.
Interviews will be held on Week commencing 3 August 2026.**

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193