

**PA TO THE GIRLS’ & BOYS’ SCHOOL HEADS/**

**OFFICE ADMINISTRATOR**

**NOVEMBER 2025**

An exciting opportunity for an experienced, pro-active administrator to join Garden House School as the PA to the Heads of the Girls’ and Boys’ Schools and to support the School Office team. The successful candidate will have excellent inter-personal and organisational skills, offering a friendly, efficient service to parents and visitors and will be able to undertake a broad range of administrative tasks with enthusiasm and initiative.

The ideal candidate will have excellent written and verbal communication skills, be calm and comfortable working with colleagues at all levels and exercise tact and confidentiality where appropriate. They should have excellent time management and the ability to prioritise work, as well as the capacity to work under pressure whilst maintaining a sense of humour. From project managing, organising diaries, keeping accurate notes and scheduling meetings to setting up events, an ability to multi-task is crucial. Candidates should have the skills and maturity required to take on the PA, administrative duties and responsibilities outlined in the job description attached.

For further information, in the first instance please contact Miss Sarah Pitt, HR Department, by email sarah@gardenhouseschool.co.uk

Completed application forms should be emailed to sarah@gardenhouseschool.co.uk and include a personal statement explaining your reasons for applying for the post and outlining your experience and suitability for the role. Any gaps in employment should be explained within your statement.

*Garden House School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.  Applicants must produce evidence of their right to work in the UK.*

Garden House School is committed to increasing and promoting diversity at all levels within our school. We warmly welcome applications from people from the widest possible range of backgrounds.

**Salary:** Commensurate with experience

**Closing date:** 9am, Friday, 12th September 2025

**Interviews to commence:** Week commencing 15th September 2025