



Tunbridge Wells Girls' Grammar School

PA to the Headteacher/ Personnel

Information for Candidates

Start: January/February 2026



Welcome from the Headteacher



TWGGS is a forward-looking school embracing traditional values. We aim to provide pupils with a full and balanced education for life within a caring environment. Our consistent and outstanding academic record demonstrates this but, more importantly, reflects the commitment and qualification of our teachers supported by the hard work and determination of our pupils.

“The school has exceptionally high expectations of all pupils, which they consistently meet. Across the curriculum, pupils keenly engage in challenging subject content. Staff foster a love of each subject so that all pupils thrive in their phase and are well prepared for their next stages of learning. As a result, pupils enjoy school. They excel academically and flourish as well-rounded individuals.”

Ofsted, September 2023

“Working together towards high standards is part of the school ethos which encourages every pupil to achieve their full potential in public examinations, sports and artistic, cultural and community pursuits. The special, successful community in which these activities take place allows pupils to feel supported, happy and safe, and it is one which we feel very privileged to be a part of. We look forward to welcoming you to TWGGS.”

Katie Marchant, Headteacher

The confidence to achieve your full potential

The motto of our school has long been 'Give your best' and it is an approach that we encourage our pupils to take in everything that they do. We believe our environment of mutual respect affords every member of the TWGGS community the confidence to achieve their full potential in all aspects of school life. Our approaches to teaching and learning support the individual needs of pupils, while we are sensitive and responsive to the wellbeing of every child.

- **Community**

Achievements and contributions are valued and celebrated in all areas, both in and out of school, encouraging our pupils to succeed in public examinations, sports, and artistic, cultural and community pursuits. We believe that parents and carers are key partners in nurturing our pupils and aiming for this success and we involve them at every stage. By participating in our extensive programme of enrichment beyond the classroom, each pupil is encouraged to enjoy the pleasure and rewards which come from the activities themselves and from the sense of community that they engender.

- **Challenge**

We have very high expectations of all members of the school community. Our pupils enter the doors with high baselines and, as a grammar school, we encourage them to push themselves to achieve their true potential. Our staff prepare challenging lessons, and content is constantly refreshed to remain contemporary. Throughout their time at TWGGS, we prepare young people for life beyond school, equipping them with the skills to become self-assured, engaged and responsible members of society, in a challenging and competitive world. • **Character** We value the individual and ensure that all pupils

- **Character**

We value the individual and ensure that all pupils are catered for. Working together towards high standards is part of the school ethos and values, and we balance these high expectations with warmth and support. The wellbeing of all is at the heart of our approach, allowing pupils to feel respected, included, secure and, above all, happy. With happiness comes the self-confidence to strive and achieve, both academically and personally.

PA to the Headteacher/Personnel

Kent Scheme F £30,404

37 hours per week full time

Hours: 8:00am-4:00pm, Monday to Thursday

8:00am-3.30pm on Friday

1. Job Purpose

The key aspects of the Head's PA role are to:

- Act as a first point of contact and 'gatekeeper' within the school for staff, parents, pupils, governors and others seeking contact with the Headteacher
- Manage the flow of contact to the Headteacher, filtering communications and exercising judgement with regard to the degree of urgency with a high standard of tact and diplomacy
- Provide an efficient, professional, responsive and confidential secretarial and administrative service, including the handling of sensitive and confidential issues on a daily basis
- Maintain the Headteacher's diary and assist in organising their administrative workload
- Manage the general school email address, responding to enquiries and directing email to relevant staff as appropriate
- Prepare letters, papers and other school documentation, ensuring a high standard of quality and accuracy in all documents and information provided
- Communicate and liaise with parents, the local community and outside agencies e.g. Local Authority, Ofsted, DfE, Education Funding Agency, etc, as directed.
- Line manage Receptionist and Administrative Support

2. Personnel, to include:

- Recruitment: advertising roles, obtaining references and arranging interviews
- Pre-employment checks
- DBS, health and illegal working checks
- Safeguarding

- Manage and accurately process the School Workforce Census return throughout the year enabling accurate analysis to be derived for the school
- Ensure the staff database is accurately maintained; manage the provision of information as required. Ensure that all information required for Statutory School Returns is accurate and current, fully meeting all requirements
- Manage all School Personnel Records, electronic and paper
- Liaison with the school's personnel provider

Experience/skills requirement

The role requires someone who pays meticulous attention to detail, has energy, enthusiasm, a calm manner and the ability to prioritise. They will be approachable, have strong people skills and a 'can do' attitude. PA experience at a senior management level would be preferable. The PA to the Headteacher will be required to act on his/her own initiative, using careful judgement, tact and diplomacy. The role involves access to a wide range of confidential information about pupils and staff, and absolute discretion is essential

- Expert in SIMS.net, CPoms, HR Connect and MS Word, Access, Excel and Google Suite or be prepared and able to undergo training
- High level of literacy skills, preferably to A Level standard
- Able to work independently, proactively and offer solutions at a higher level
- Excellent decision-making and judgement skills, often in difficult and sensitive situations
- Excellent people skills, being able to respond appropriately to diverse and sometimes challenging external communications
- Capacity to respond calmly and sensitively under pressure, meeting demanding deadlines
- Ability to prioritise and work as a team player
- High level of communication skills

Benefits of working at TWGGS

- Local Government Pension Scheme
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- Free tea and coffee
- On site parking
- Health Assured Employee Assistance Programme - wellbeing and advice
- Cycle to work scheme
- Free lunch on parents' evenings and on your birthday
- From 2026-27 admissions, 'Daughters of staff' is category 5 of our admissions criteria - daughters of permanent members of staff (minimum 0.5FTE) who have passed the Kent Test, with the staff member having at least two years' service at the time of application for admission is made or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

TWGGS is a diverse and inclusive school and we aim to recruit talented individuals from all backgrounds who add value to our pupils and who share our vision and ethos. We are committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

- At least one member of each interview panel will have completed Safer Recruitment Training and understanding of child safeguarding will be asked at every interview.
- References will be taken up at the selection stage and an enhanced DBS is required for all applicants.
- We will also carry out online searches for all shortlisted candidates related to suitability to work with children.

How to apply



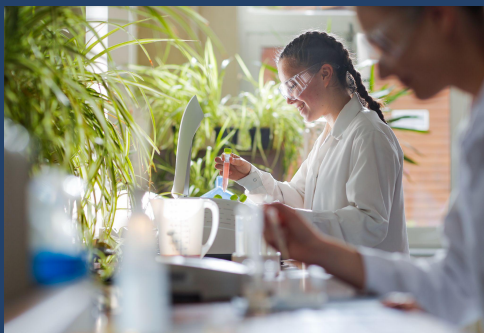
The closing date for applications is **Monday, 12th January**

Interviews will be held week commencing **19th January**

Application forms should be completed in full and applicants should directly address the skills and experience outlined in the person specification.

Further information about TWGGS and an application form can be found on our [website](#).

Please contact Mrs Michelle Clarke, Headteacher's PA at admin@twggs.kent.sch.uk



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▽ [Get directions](#)