



HEADTEACHER'S PA

At Talbot Heath, we believe that nothing is beyond reach. We are an extraordinary school where girls are empowered to be curious, compassionate, and courageous, embodying our motto: *Curious Minds, Generous Hearts, Adventurous Spirits*. From the age of two, our girls begin a transformative journey that nurtures their integrity, compassion, and ambition - values rooted in our founder's vision of *Honour before Honours*.

Our unique, girls-only environment allows young women to thrive, free from societal constraints, fostering an atmosphere where intellectual curiosity, emotional well-being, and personal growth are cultivated. With a reputation for innovative thinking and an interdisciplinary curriculum, Talbot Heath encourages girls to explore creativity and deep thinking in an exciting and different way of learning.

Talbot Heath School is seeking an exceptional Headteacher's PA to provide high-level, confidential support to the Headteacher and play a pivotal role in the smooth and effective running of the school office. This is a senior administrative position requiring excellent organisation, discretion and judgement, with responsibility for diary and calendar management, coordination of key school processes, and line management of office staff. The successful candidate will be calm under pressure, highly professional and able to manage competing priorities in a busy school environment.

This role would suit an experienced PA or senior administrator who enjoys working at the heart of a school community and contributing to its wider success. You will work closely with the Headteacher, governors and senior colleagues, providing high-level administrative and organisational support across a wide range of school operations and initiatives. Talbot Heath offers a warm, values-led environment where professionalism, collaboration and care for others are central to daily life.

The successful candidate will be:

- **Highly organised**, with the ability to prioritise effectively in a busy and fast-paced school environment.
- **A confident, professional communicator**, able to build positive relationships with staff, parents, governors and visitors.
- **Proactive and solutions-focused**, able to work independently while contributing positively to the wider office team.
- **Trustworthy and reliable**, with a strong commitment to confidentiality and the careful handling of sensitive information.

- **Adaptable and calm under pressure**, able to respond effectively to competing demands and unexpected situations.

About Talbot Heath:

- A leading independent school in Dorset, offering girls aged 2–18 an outstanding education.
- Beautiful woodland campus located close to Dorset's stunning coastline.
- Selective school with excellent academic results at both GCSE and A Level.
- Renowned for its strong pastoral care system where the well-being and happiness of each student is paramount.

Position: Permanent, all year round OR term time only with additional weeks during school closures. The working pattern will be discussed at interview.

Hours: 40 hours per week, Monday to Friday
8.00 am to 5.00 pm with 1 hour for lunch
33 days holiday a year for all year round and 28 days holiday for the term time only option. Both arrangements include bank holidays.

Salary: £32,000–£36,000 full-time equivalent, pro-rata depending on working pattern and experience

Start Date: as soon as possible

Application Deadline: Friday 6th February 2026.

Interviews will be held week commencing 9th February 2026.

Further details can be found in the Job Description.

For further information contact Andrea Pittam, HR Manager at hr@talbotheath.org 01202 761881

Please note that we reserve the right to close the advert early if we find the right candidate before the stated deadline. We encourage early applications to avoid disappointment.

At Talbot Heath, every girl is encouraged to embrace her strengths, challenge herself, and become a confident and compassionate global citizen. Join us and help shape the future of our girls!

What We Offer:

- Talbot Heath School is an independent girls' school for ages 2-18, situated in beautiful woodland grounds in Bournemouth. You will benefit from working in a peaceful environment, just a short distance from the town centre, with free on-site parking.
- Complimentary lunch provided daily in our staff dining room, featuring a freshly cooked hot meal and a salad bar.
- Discounted membership to the nearby West Hants Club, offering access to excellent sports and recreational facilities.
- Complimentary use of our on-site swimming pool during the Sunday staff session.
- Complimentary access to our on-site gym facilities.

- Discount on school fees for your children, subject to the school's admission process and fee remission policy.
- Complimentary after-school childcare for staff with children in Kindergarten and above.
- 50% discount on Supercamps Holiday Clubs for Talbot Heath staff.
- Occupational sick pay scheme.
- Company stakeholder pension scheme.

Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.

Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.

This position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.

Talbot Heath is a registered charity (number 283708) existing to provide high quality education for children.