



**PA TO THE HEADMASTER  
(TERM TIME PLUS 4 WEEKS)**

Hampton Pre-Pre & Prep School requires a full-time Personal Assistant to provide professional support to the Headmaster. The position represents an outstanding opportunity for a suitably dynamic, experienced and well-qualified professional, who has excellent administrative and PA skills and is fully committed to the Hampton Pre-Prep and Prep School ethos.

The successful candidate will have relevant experience in a similar role and will possess excellent written and verbal communication, organisational and IT skills. Previous experience of working in a school or other regulated environment would be advantageous but not necessary.

Hampton Pre-Prep & Prep caters for girls aged 3 - 7 and boys aged 3 to 11 and boasts a state-of-the-art building and extensive grounds, adjoining Carlisle Park. A suitably attractive salary and benefits package will be offered, including a salary commensurate with the appointed candidate's skills and experience.

The closing date for applications is **Monday 3 December 2018 at 9am**. The School reserves the right to commence or complete the recruitment process at any time prior to the closing date.

Further details and an application form can be obtained from the Hampton Pre-Prep and Prep School website: [www.hamptonprep.org.uk](http://www.hamptonprep.org.uk). Completed application forms should be emailed to: [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk).

*Hampton Pre-Prep & Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and a DBS check. Hampton Pre-Prep & Prep School is an equal opportunities employer.*

Company Number: 6264434, Registered Charity Number: 1120005