



MESSAGE FROM THE HEADMASTER

I am absolutely delighted you are interested in applying to be the PA to the Headmaster, a crucial role in the ongoing development of our school.

The Head's office is busy and requires someone full of energy and positivity to engage with all the school's stakeholders. Together, the Head, Bursar and Senior Leadership Team (SLT) are about to embark on an exciting strategic plan for the school, which is backed up by Packwood's position as a sector leading Prep School.

I am looking to work with someone who brings their own perspective to the role, is comfortable working in a fast-paced environment and, crucially, who will bring humour, personality and warmth to the role. Someone who embodies the core values of the school will find themselves immersed in a community of like-minded people.

This opportunity combines an administrative role of managing the Head's Office, as well as a multi-faceted position which involves establishing a strong line of communication with so many different stakeholders.

Most importantly, we work incredibly hard, and at times my office can be very full on. However, this is a very kind and relaxed environment, and the successful applicant will be someone who is able to work professionally whilst contributing to an enjoyable and happy workplace.

William Goldsmith
Headmaster
July 2024