



OUNDLE
School

International Office Manager & PA to Deputy Head Partnerships

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

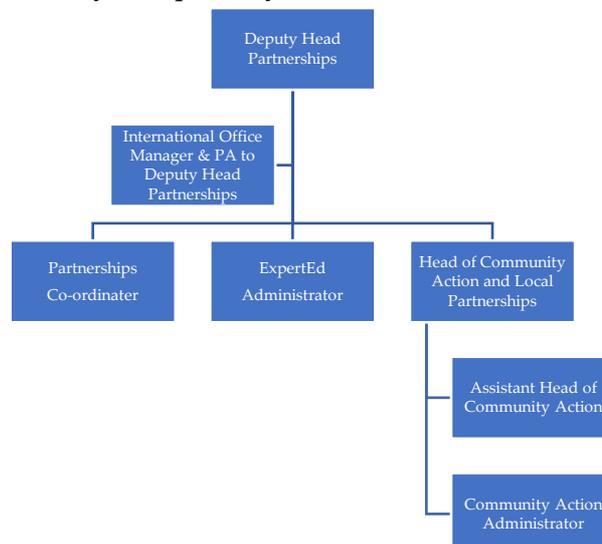
Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

The International Office Manager and Personal Assistant (PA) to the Deputy Head Partnerships provides confidential and strategic administrative support within the school environment. The role is central to the effective functioning of the International office and requires exceptional professionalism, cultural awareness, discretion, and organisational skills in support of the school's mission, values, and developing international operations.

About the department

The Partnerships and Outreach programme aims to contribute to the education of children beyond the confines of Oundle School through outreach, support and partnership. This includes employing the resources of the School to the benefit of those outside the School's pupil body, and sharing activities and resources with local secondary and primary schools.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Executive & Administrative Support

- Manage the Deputy Head Partnerships' complex diary, appointments, meetings, and international travel arrangements
- Prepare high-quality correspondence, reports, presentations, and briefing papers for internal and external audiences
- Act as the first point of contact for the International office, managing communications with parents, governors, board members and external partners
- Maintain accurate, secure, and confidential records and filing systems
- Support effective communication between culturally diverse partners

Confidential & Strategic Support

- Handle highly sensitive information with discretion, integrity and diplomacy
- Assist the Deputy Head Partnerships with strategic initiatives, reports, marketing materials, research on external partners and special projects

Operational & Events Support

- Ensure the efficient daily operation of the Deputy Head Partnerships' office
- Track deadlines and priorities, anticipating requirements and resolving issues proactively
- Support the planning and delivery of formal events, external visitors, and international functions liaising with internal staff and external visitors
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
GCSE Level English (or equivalent)	✓	
GCSE Level Maths (or equivalent)	✓	
Relevant administrative or executive assistant qualification		✓
Competencies, Skills & Experience	Essential	Desirable
Exceptional organizational, planning, and time-management skills	✓	
Outstanding written and verbal communication skills	✓	
High level of professionalism, and attention to detail	✓	
Ability to manage competing priorities in a dynamic, high-expectation environment	✓	
Proficiency in Microsoft Office and school management systems	✓	
Experience of handling confidential and sensitive matters with tact and diplomacy	✓	
Understanding of Educational Sector & Regulations		✓
Experience in a private, international or other educational setting		✓
Personal qualities	Essential	
Polished, discreet and highly professional demeanour	✓	
Culturally sensitive, adaptable and internationally minded	✓	
Proactive, resilient and solutions-focused	✓	
Excellent interpersonal skills and sound judgment	✓	

All roles at the School are classed as ‘regulated activity’ as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** As soon as possible, subject to notice and pre-employment checks.
- **Contract:** Permanent
- **Working weeks:** 52 weeks.
- **Hours of work:** The requirement is to work 18 hours per week (times to be agreed, over a minimum 4 days) during Oundle School term time (33 weeks) and 5 hours per week during your remaining working weeks – average of 13.25 paid hours per week. However, a high degree of flexibility in working hours is required due to the nature of the role and the responsibilities it entails. This flexibility can be reciprocated during School Holidays, where hours and location of work can be agreed with your Line Manager
- **Salary:** £10,927 - £11,588 actual (£33,000 - £35,000 FTE). You will be paid each month through the year.
- **Holidays:** 24 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. The School contractually determines that 3 of the 24 days holidays, be taken between Christmas and New Year, where staff are contracted to work this period. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

**Closing date for applications is Monday 16 February 2026, 9am.
Interviews will be held on week commencing 23 February 2026.**

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193