

PA to Vice Principals

School:	Sparsholt College Hampshire (inc Andover Campus)	Posted:	20th May 2025
Location:	Human Resources Office, Sparsholt College, Sparsholt, Winchester, Hampshire SO21 2NF	Expires:	5th June 2025 11:59 PM
Contract Type :	Permanent	Start Date:	To Be Confirmed
Salary:	Up to £26,952	Job ID:	1486355
Hours:	Full Time	Job Reference:	V3280



Sparsholt College Hampshire (inc Andover Campus)

PA to Vice Principal's - Andover & Sparsholt

Salary: Up to £26,952

Location: Predominantly Andover based with some working at our Sparsholt campus.

Working pattern: Full time (37 hours per week, 52 weeks per year)

Closing date: **5 June 2025**

The Role: The Sparsholt College Group (SCG) is a thriving and successful mix of land based, general further education and higher education provision plus a variety of commercial activity based at two campuses in Hampshire (Andover & Sparsholt).

We are seeking a PA to the Vice Principal's (Andover & Sparsholt) responsible for the curriculum across the College. In this role you will also work as a proactive, administrative partner to the Senior Leadership Team, as required, actively contributing to the business of the college group, and supporting its strategic aims and mission.

The successful candidate will be fully proficient in the use of the Microsoft Suite of products and will display exceptional communication skills, together with a strong track record of providing effective administration and support. Discretion and resilience are key attributes demanded of those working in this fast-paced, challenging and exciting institution.

The post-holder will be primarily based at our Andover campus but may need to work at our Sparsholt campus as required.

This position is full time, all year round, however, SCG is proud to support flexible working opportunities and therefore applications for alternative working patterns will be considered.

We reserve the right to close this vacancy early should sufficient applications be received.

Benefits include:

- Eligibility to join a defined contribution pension scheme
- Free on-site parking
 - 31 days annual leave, rising to 33 days on 5 years' service plus closure days at Xmas
 - Occupational Sick Pay Scheme
 - Occupational Maternity Pay Scheme
 - Access to an employee assistance scheme
 - Staff Recognition Scheme
 - Active Staff Association
 - Free access to the Library and Learning Resources Centre
 - On-site gym at the Sparsholt campus
 - Facility to purchase Sparsholt produce including: plants, fruit & vegetables, fish and game
 - Access to discounted hair treatments at the Andover campus

- Ability to access a range of CPD events and support with undertaking professional qualifications
- Various food outlets and eateries offering good value food and drink at competitive prices

There is a nursery on the Sparsholt campus operated by a commercial provider.

Safeguarding Statement:

The College is committed to safeguarding and promotes the welfare of all learners and expects all staff to share this commitment. All successful applicants will be required to undertake a Disclosure and Barring (DBS) check and to provide proof of their eligibility to work in the UK.