

Margaret Lambeth

BA (Hons) History, PCGE, Executive PA Diploma

e-mail: margaret@benholden.net



Position – Consultancy Administrator

Based near Ipswich/Suffolk

Skills & Experience Summary

Margaret graduated from the University of Lancaster in 1995 with a degree in History and then spent a year in China teaching English to medical students. On her return to the UK, she worked in a variety of roles in publishing and administration.



Margaret later retrained as a secondary school teacher at the University of East Anglia and taught History for a few years before gaining a secretarial and training role as Visitor Officer and PA to the Public Relations Manager at St Edmundsbury Cathedral.

Redundancy led her to undertake formal training to enhance her secretarial and administration skills and she completed an Executive PA Diploma. Margaret entered the world of Case Management in 2015 and has gained considerable non-clinical experience in both case management and expert witness work. She now brings this specialist knowledge to Ben Holden Ltd.

Margaret is a qualified First Aider at Work.

Continuous Professional Development (CPD)

To maintain high standards of service by our team members, Ben Holden Ltd provides regular in-house training and attendance of annual statutory and mandatory refreshers. As part of CPD, members regularly attend external events/courses and maintain a personal CPD Folder. All staff are subject to regular supervision and mentoring sessions.

Employment History

2022 - Present
Ben Holden Limited
Consultancy Administrator

Margaret Lambeth

BA (Hons) History, PCGE, Executive PA Diploma

e-mail: margaret@benholden.net



2015 - 2022

Anglia Case Management

Secretary and Senior Management Team Administrator

2014 - 2015

Various temping roles while studying for Executive PA Diploma by distance learning

2009 - 2013

St Edmundsbury Cathedral

Visitor Officer and PA to the Public Relations Manager

2008 - 2009

Various secretarial and administration temping roles

2004 - 2008

Sir John Leman High School and Newmarket College

Teacher of History, Politics and PSHE

2003 - 2004

Studying for Post Graduate Certificate in Education

2001 - 2003

Land Rover Monthly Magazine

Production Manager

1998 - 2001

Kevin Mayhew Publishers

PA to the Head of Music and Copyright Manager

1996 - 1998

HM Customs and Excise

Customs Enquiries Officer

1995 - 1996

Weifang Medical College, Shandong, China

English Language Teacher

Personal Summary

Margaret Lambeth

BA (Hons) History, PCGE, Executive PA Diploma

e-mail: margaret@benholden.net



In her spare time, Margaret enjoys long, countryside rides on her pony Theo, and reading history and travel books. In the last couple of years she has taken up running (slowly!) in an attempt to ward off middle age.

[CLICK HERE: to Submit an Enquiry or Instruction](#)