

ST PAUL'S CATHOLIC COLLEGE

Manor Lane, Sunbury-on-Thames, TW16 6JE

Headteacher: **Mr James Mc Nulty**
(11-18 N.O.R. 1129 inc. Sixth Form)

To Start Oct/Nov

Headteacher's PA

£28,181 + £785 Fringe allowance (Scale SO2 point 24)

43 weeks per year, 36 hour per week

We are seeking to appoint an enthusiastic, well organised and highly motivated Personal Assistant to provide day to day secretarial and administrative support to the Headteacher. The successful applicant will work alongside the Headteacher and the Senior Leadership Team to ensure and maintain high standards of effective administrative support, communications and management of the school. This opportunity would suit an experienced and mature applicant who is keen to utilise their skills within a thriving school environment.

The responsibilities within this role will include:

- Personal support to the Headteacher including diary management
- Providing administrative support to the Headteacher, governors and SLT
- HR duties to include recruitment

The successful candidate will demonstrate:

- Excellent secretarial and administrative skills
- The ability to work under pressure and prioritise
- An excellent telephone manner and the ability to effectively liaise with parents, governors, staff and students.
- Experience in the use of a wide range of computer software (Microsoft office including outlook, word and excel)

Closing date: Monday 18th Sep 2017

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"
The successful applicant will be required to undertake an Enhanced DBS disclosure.

Application packs are available at www.st-pauls.surrey.sch.uk

Completed applications should be sent to: jobs@st-pauls.surrey.sch.uk

Suitable candidates will be contacted upon application.