

General Information

Personal Assistant to Head Teacher & Clerk to Governors

Working pattern: Term-time (38 weeks, plus 5 inset days, plus 3 weeks working during the School holidays i.e. 42 weeks per year)

Hours: Full-time, 37 hours per week, usually 8.30 – 5.00, 1 hour break

Special Requirements: Due to the flexible nature of the role regular overtime is likely to be a regular feature during term-time working.

An enhanced CRB Check will be required for the successful candidate.

Benefits: On-site canteen, on-site leisure centre (reduced rates), final salary pension scheme, flexibility on school-holiday working, friendly working environment

Skills and experience

Essential

- First class PA/EA experience in a demanding environment
- IT literate: Advanced skills in MS Word
- Excellent written and verbal communication skills
- Excellent organisation skills, with the ability to anticipate requirements, prioritise own workload and set daily/weekly objectives and targets
- Multi-tasking skills
- Self-motivated and able to work quickly and accurately to tight deadlines
- Excellent interpersonal and team working skills
- High level of attention to detail and accuracy
- Maintaining a high level of confidentiality at all times

Desirable

- Previous experience within the education sector
- Proficient in the use of relevant IT systems i.e. SIMS