

PA TO THE HEADTEACHER

Required as soon as possible

37 hours per week, 52.14 working weeks per year
Monday to Thursday 8.00am to 4.00pm, Friday 8.00am to 3.30pm
£34,634 - £37,337

We are looking for an enthusiastic and experienced PA to the Headteacher. They will provide a comprehensive, professional and confidential PA service to the Headteacher.

Experience of working at a senior management level within an organisation would be beneficial. The suitable candidate would be highly competent across the office suite and IT platforms, with outstanding numeracy and literacy skills.

We reserve the right to close this vacancy early upon appointment of a successful applicant.

It is our policy to only recruit staff to permanent positions via a direct application, not through an agency placement. Application can be made via TES.com or <http://www.essexschoolsjobs.co.uk>

The Governing Body will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Closing Date: Monday 12th February 2024

St Martin's School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced disclosure from the Disclosure and Barring Service.