

St Alban's Catholic High School



"Learning, Respecting, Caring"

PA to Headteacher

(Full Time)

Salary: £23,620 - £25,878 FTE
(£20,539 - £22,503 pro-rata/actual)

37 hours per week/40 weeks per year

Required 1 September 2023:

The Governors are seeking to appoint an individual that will provide the highest standard of administrative support and professional service to the Headteacher. Performing a full range of necessary tasks required to ensure the efficient running of the school and Headteacher's daily business, including; To be the first point of contact for staff, students, parents/carers, governors, members of the public etc. requiring communication or time with the Headteacher and to manage the advertising and recruitment process for staff.

The ideal candidate would preferably have previous PA experience within a school environment, must be organised, an excellent communicator and have good working knowledge of SIMS or similar online school packages.

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. Our mission statement is 'Learning, Respecting and Caring' and through this mission we aim to inspire, challenge, support and value every student to achieve their potential.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

All offers of employment will be subject to an Enhanced Disclosure and Barring check, evidence of Right to Work in the UK and satisfactory completion of all other pre-employment checks.

Further details and an application form are available on the school website:
www.st-albans.suffolk.sch.uk or on TES.

Application and disclosure forms should be submitted electronically via TES or to recruitment@st-albans.suffolk.sch.uk

Closing date: 10:00 AM 14 July 2023

Interview Date: w/c: 17 July 2023

Completed application **and** disclosure forms to be submitted electronically via TES or to:
recruitment@st-albans.suffolk.sch.uk

St Alban's Catholic High School is part of
Our Lady of Walsingham Catholic Multi-Academy Trust

