



Testbourne Community School

PA to Headteacher

37 hours per week, 40 weeks a year

Up to 52 weeks negotiable.

Salary Range: Grade E £26,544 to £29,583 FTE

We are seeking to appoint a Personal Assistant to the Headteacher to join our dedicated team. You will be joining a busy secondary school and will play a key role in overseeing office systems and administration across the school. The successful candidate will work directly with the Headteacher, often dealing with highly sensitive and confidential issues. You will also provide line management for some administration staff.

You will have a strong professional, administrative background, preferably with experience of working in education. The successful candidate will be highly organised, able to communicate confidently and effectively with a variety of stakeholders and have excellent attention to detail and accuracy. They will be dedicated and hard-working, be able to demonstrate initiative. You will have experience of line managing staff and may have leadership experience. Appreciation of the need for absolute trust and confidentiality is essential. Proficiency with MS Office 365 is required.

Testbourne Community School, an 11-16 comprehensive school with an extremely able cohort, is an Outstanding School (Ofsted 2010) which provides a forward thinking, outward looking and vibrant learning environment. We pride ourselves on the strength of staff and student relationships and we have a strong community at the heart of our ethos. Our shared philosophy is embodied by our strapline 'Achievement, Excellence, Integrity.'

The successful candidate will:

- have exceptional administrative skills
- be highly proficient in using Office 365 and be able to quickly learn unfamiliar programmes and apps
- be highly organised and able to prioritise tasks
- have a keen attention to detail
- be highly literate with exceptional written and verbal communication skills
- enjoy being part of a team, be flexible, and willing to support colleagues when needed
- be able to maintain confidentiality when dealing with sensitive information
- be willing to undertake training and develop their knowledge and skills

In return:

- we offer professional development and expertise to enable staff to achieve excellence
- we provide a highly supportive environment with opportunities to develop
- we provide a highly professional and collaborative working environment

Find out about what it is like to work for us: [Working for Us - Testbourne Community School](#)

Closing date for applications: Noon on Monday 24th January 2022

We reserve the right to interview and appoint candidates before the closing date where applicable.

Application forms and a job description are available from the school website, www.testbourne.school or alternatively contact recruitment@testbourne.school

Testbourne Community School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Criminal Records Bureau checks, along with other relevant employment checks. Testbourne Community School is an equal opportunities employer and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.

Achievement • Excellence • Integrity