



We ensure that all job descriptions outline our commitment to equal opportunities and welcome applications for all posts from appropriately qualified people regardless of sex, race, religion, disability or age.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. References will be requested prior to interview. Any formal offer of appointment will be made subject to completion of an Enhanced DBS and other safer recruitment checks.

Blackheath Prep is an outstandingly successful school set in a wonderful location on the edge of the heath. Our friendly and talented staff are at the heart of our success.

- **Job Title** Executive Assistant to Senior Management
- **Job Description** Executive Assistant
- **Contract** Full time/permanent term time plus three weeks
- **Closing Date** **Monday 24th September**
- **Interviews held** Week commencing Monday 24th September
- **Start Date** November 2018 / January 2019
- **Salary** Dependent on qualifications and experience

- **School**
We are a co-educational family school for 3-11 year olds. The majority of pupils join the school in the Nursery and remain with us until they transfer to senior schools at the end of Year 6. There are currently 378 pupils on the school roll.

- **Staff**
There are currently 99 staff. The senior management team consists of Head; Deputy Head; Assistant Head (Academic); Assistant Head (Pastoral) Head of Pre-Prep; Head of Nursery; Bursar

- **Site**
The school is located in an attractive residential area close to Blackheath Village. The 5 acre site overlooks the open grassland of Blackheath and includes spacious playing fields and tennis courts.

*Please use the application form to apply. Letters and CVs only will **not** be accepted. Please return your completed application to:*

*Mrs AM Turner, Executive Assistant
4 St. Germans Place, Blackheath, SE3 0NJ
Tel: 020 8858 0692*

*recruitment@blackheathprepschool.com
www.blackheathprepschool.com*