

Headteacher's PA – for September 2021

Scale PO1, spine points 28-31 £32,424 to £35,463 (actual salary)

Full Time - 35 hours per week, 7.30am to 3.30pm

Permanent, term time plus two weeks

Closing Date, midnight on Sunday 15th August 2021



We are seeking to appoint a confident and experienced individual to act as personal assistant to the Headteacher. The successful applicant will have excellent IT and administrative skills, sound communication and interpersonal skills and have an understanding of the need for discretion and confidentiality.

Duties will include keeping the Headteacher's diary, preparing papers for meetings, minute taking and formatting documents. Experience of school governance and compliance would be an advantage, although not essential. Work will often involve changing priorities and deadlines and will therefore require an individual who can maintain a calm and professional manner at all times.

The diversity of the school community ensures that Bow is a vibrant and interesting place to work.

Bow School is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment.

This post is subject to an Enhanced Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed and will be subject to rechecking thereafter, as appropriate

We Offer

- A well established and comprehensive mentor programme
- A strong personalised programme of professional development and coaching for teachers and support staff
- Strong links with other local schools for partnership working and support
- A strong community spirit
- Staff Wellbeing Programme
- Employee Assistance Programme

For an application pack, please visit our website www.bow-school.org.uk (Work with Us) or email hr@bow-school.org.uk

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Danny Lye

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