

**PA TO SENIOR LEADERSHIP TEAM**

**GREY COURT SCHOOL**

Ham Street, Ham, Richmond, Surrey TW10 7HN

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[www.greycourt.richmond.sch.uk](http://www.greycourt.richmond.sch.uk)

**PA TO SENIOR LEADERSHIP TEAM**

**Full-time 36 hours per week - 40 weeks (term time + 1)**

**NJC Grade 3/4 pt range 7-10 (£22,377 – £23,607 pro rata)**

Grey Court is an oversubscribed, outstanding comprehensive school serving a very diverse community and situated on an excellent 20-acre site between Richmond Park and the River Thames. The school has been considered ‘Outstanding’ by Ofsted since 2011.

We are looking to appoint an experienced PA for the members of our Senior Leadership Team based at Grey Court School.

The successful applicant should have excellent written and verbal communication skills, be well organized and able to work unsupervised. A good understanding of relevant secretarial skills within a school would be desirable, as would an enthusiastic attitude and a natural ability to use their initiative.

It is essential that the candidate demonstrates an ability to work with a range of people at all levels especially young people.

If you want to join our vibrant team and have a willingness to contribute to the success of our young people, go to our website for further information and details on how to apply for this post.

**Closing Date: 24th January 2020**

**Interview Date: TBC**

*The Governing and Trust Bodies are committed to safeguarding and promoting the welfare of all our children and expect all staff to share this commitment. Any offer of employment will be subject to receipt of a satisfactory Disclosure and Barring Service check.*

*The schools within the Trust are committed to all aspects of personal development, are inclusive and seek to ensure every student achieves to the best of their ability.*

*If you would like to work with us then we look forward to hearing from you.*

*For further details about the school and how to apply for this position please visit our website. Please note we cannot accept CVs and our application form must be completed and returned to* [*gbashford@greycourt.org.uk*](mailto:gbashford@greycourt.org.uk) *or alternatively please email* [*cwelton@greycourt.org.uk*](mailto:cwelton@greycourt.org.uk) *quoting job title or telephone the school 0208 948 1173.*