



***St. Ignatius College is a Jesuit school in identity and mission,
for boys 11-18***

PA to Headteacher

Required as soon as possible

Salary Scale SO1 (points 29-31)

36 hours per week plus 2.5 hours of contractual overtime

(Actual Salary £27,818 - £29,566)

41 weeks per year (term time plus two weeks)

This is an excellent opportunity to join a friendly, dynamic, Ofsted rated 'good' school where all can thrive and staff are highly valued. This key role offers the chance to work with a wide variety of stake holders and the successful candidate will:-

- Combine excellent secretarial and administrative skills
- Be highly organised
- Have excellent literacy and numeracy skills
- Be resourceful in dealing with competing deadlines and priorities in a busy school environment
- Able to take responsibility for the efficient running of the Head teacher's Office, ensuring discretion and respecting confidentiality at all times

St Ignatius is:

- a Jesuit Community committed to the spiritual, personal and academic development of each individual: the formation of the whole person
- a warm, friendly community where all are respected and valued
- a school where students are expected to be courteous and respectful at all times
- judged 'good' by Ofsted: a school where Leaders are "without compromise in their continuing programme of improvement"

If this sounds like the job for you, we'd love to hear from you.

We welcome applications regardless of age, gender, ethnicity or religion. However, the successful applicant will be expected to support the distinct Catholic ethos of the College. St. Ignatius College is committed to safeguarding and promoting the welfare of children and young people. Anyone applying to work in our school is expected to share this commitment

The deadline for applications is 9am Monday 11th December 2017

Interview date to be confirmed

Applications will be considered immediately upon receipt

We reserve the right to interview and appoint prior to the closing date

Completed application forms should be emailed to recruitment@st-ignatius.enfield.sch.uk

Candidates will be contacted by telephone or email to attend interview if required

St. Ignatius College
Turkey Street, Enfield, Middlesex EN1 4NP
Tel. 01992 717835
Website: <http://www.st-ignatius.enfield.sch.uk>
Headteacher: Mary O'Keeffe