



**St Catherine's School**  
Cross Deep, Twickenham.

GSA Independent Day School for girls  
A Catholic Educational Trust

**PA to the Headmistress  
and Admissions Manager**

**Full Time**

(Applications also welcome from those interested in either  
PA or Admissions, and a part time position)

March/April start

This is an exciting opportunity for an enthusiastic, positive and well organised PA/Admissions Manager to join our thriving, friendly school. The postholder will have a key role in the School by providing PA support to the Headmistress and having responsibility for the admissions process. We seek to appoint a committed, energetic and positive person (or people), who would be a welcome addition to our strong team.

St Catherine's is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to a number of safer recruitment checks including an enhanced disclosure through the Disclosure and Barring Service.

An application pack including an application form are available to download on TES and please email questions to [recruitment@stcatherineschool.co.uk](mailto:recruitment@stcatherineschool.co.uk)

Closing date for applications: 21 February 2020  
Interviews: week commencing 24 February 2020