



VACANCY

Headteacher's PA

NJC Grade 5

(£14,842 to £16,163(pro-rata)

27:5 hours /week, 40 weeks /year,
(Monday – Friday 9am-3pm.)

(Weeks are term time plus two weeks across the exam results days.)

We are seeking to appoint for January a PA to the Headteacher. The successful candidate will support the Headteacher in the effective running of the school by providing high quality secretarial and administrative support for all aspects of school business

Please include a letter with your application outlining why you feel you would be a good candidate for this role.

The deadline for applications is Wednesday 13th December. Interviews will take place w/c Monday 18th December

A full job description and application form is available on the schools website www.lpsb.org.uk/about-us/recruitment/

Langley Park School for Boys is committed to the safeguarding of children. All appointments are subject to satisfactory references, Disclosure Barring Services (formerly CRB) and other checks.