



The Purcell School

for young musicians

PA to Headmaster

Role Information

Salary:	£28,000 pro-rata
Location:	Bushey, Hertfordshire
Contract Type:	Term time plus 6 weeks
Contract Term:	Permanent

We wish to appoint an outstanding Personal Assistant to provide professional and administrative support to the Head of School.

You may have experience of working as a Personal Assistant within a school environment, however, this is not essential. We are seeking an individual with excellent organisational skills, who is able to work unsupervised and has previous HR experience. We are looking for a proactive, confident and reliable candidate with excellent communication skills.

The Purcell School is an independent co-educational specialist music school of around 180 pupils aged from 9 to 18. It is the oldest specialist music school in the UK, having been founded as the Central Tutorial School for Young Musicians in 1962. It moved to its current site in Bushey, on the outskirts of London, in 1997.

The above vacancy is available from September 2017.

A copy of the Job Description is available to download from our website www.purcell-school.org.

Closing date for applications: Wednesday 28th June 2017

Interview date: Tuesday 4th July 2017

How to Apply

To apply you must complete an Application form (including the Supplementary Information form) which can be downloaded from our website www.purcell-school.org. Please send this, along with a supporting statement addressed to the Headmaster, by email or post to:-

Lois Morehen

l.morehen@purcell-school.org

By Post:

The Purcell School
Aldenham Road
Bushey
Hertfordshire WD23 2TS

Contact No for Enquiries: 01923 331104