

**PA to Headteacher and HR Administrative Support**

**Permanent, 36 hours per week (Term time plus 1 week)**

**Salary: £26,317 – £31,371 per annum (pro rata)**

**£22,737 - £27,104 (actual)**

**Required for immediate start**

The Governors are seeking to appoint an enthusiastic and suitably qualified Personal Assistant. This is an exciting and challenging opportunity for the right candidate who will work directly for the Headteacher of this highly successful school.

The role will also involve working closely with other members of the Senior Leadership Team and undertaking HR administrative work to support our HR manager.

This is a key role for the school and the successful applicant will contribute directly to the smooth running of the school. Strong communication skills are essential as is the ability to use initiative and plan ahead.

The successful candidate will be entitled to a range of benefits including a final salary pension scheme and a range of training and development opportunities.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.

To apply for this role, please visit our school website [www.prentonhighschool.co.uk](http://www.prentonhighschool.co.uk).

Completed applications should be emailed to vacancies@prentonhighschool.co.uk

**Closing Date: Monday 23 September 2019 @ 12 noon**

**Interviews: Monday 30 September 2019**

Hesketh Avenue, Birkenhead, Wirral, CH42 6RR. 0151 644 8113

**Headteacher Mrs L Ayling BA (Hons) PGCE NPQH**