



Confidential PA to the Headteacher Vacancy

31 hours per week (9.00am – 5.00pm three days a week and Friday 8.00am – 5.00pm)

42 weeks contract (38 weeks term time, 5 staff training days and 3 weeks during the school holiday)

Pay Scale – Grade 6 – SPC 18 to 22 - £30,559 to £32,654 pro-rata

Melbourn Primary School is a warm and welcoming school on the Cambridgeshire / Hertfordshire border. We are located in the beautiful village of Melbourn, just a short car journey or only a 15-minute train ride from Cambridge city centre and with good transport links in to London.

We care deeply about our children and providing the very best for them. We are passionate about providing a nurturing environment not just for our children, but for all of our staff. Our school ethos shines through all that we do, and we are excited to be looking for a new member of our team. We look forward to hearing from you!

This is an exciting opportunity for a highly organised and strategic thinker with a passion for education to work with the Headteacher and be part of the Senior Leadership Team. The successful candidate will play a pivotal role in the continued success of the school supporting leaders at all levels to meet strategic goals. This role is perfect for a detail-oriented professional who thrives in a fast-paced environment and can confidently manage schedules, communications, and confidential matters with warmth and wisdom.

The successful candidate will be an experienced administrator with a proven track record in a PA role to a senior manager, either in an educational or business environment. We are looking for a flexible, proactive and positive individual who understands the importance of teamwork, effective systems and processes with a determination to 'get things done'. Excellent communication and people skills are a must.

This role is varied and busy, the ability to prioritise and multi-task is essential. Attention to detail is paramount. Strong personal qualities such as confidence, integrity and positivity are sought in addition to good ICT skills.

Full information can be found on our website www.melbournprimaryschool.org.uk. If you are interested in learning more about the role and the school please contact us via office@melbourn.cambs.sch.uk or telephone 01763 223457. Visits are warmly welcomed.

Closing date is 9.00am Tuesday 6th May 2025.

Interviews will be held on the afternoon of either Wednesday 14th or 15th May 2025

Melbourn Primary School is an equal opportunities employer and employs suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All appointments will be subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS), as well as social media checks. This post is exempt from the rehabilitation of offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.