



Job Advert

Headteacher PA

Permanent, 37 hours per week, Term-Time Only +3 Days
NJC Grade 7 £24,948 - £26,845 per annum pro rata
(Actual salary in the region of £21,344 - £22,975 per annum)

Faringdon Community College is seeking a personal assistant to the Headteacher to provide vital confidential administrative and secretarial support. As well as having excellent administrative and organisational skills you will be working closely with other members of staff across the Trust. This post also involves contact with students where you promote high standards of behaviour. You will therefore need to be confident, proactive and have the aptitude to work independently and as part of a team.

Are you able to demonstrate experience working effectively in a similar role with Senior Leadership with the utmost confidentiality and discretion, a professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management? Flexibility and the ability to prioritise, a consistently positive approach and excellent communication skills?

Faringdon Community College (FCC) is a successful and well-established 11-18 co-educational secondary comprehensive school, which embraces the idea of lifelong learning and community education.

As a dynamic organisation, we are always looking for new ideas and ways forward. Our strong and motivated team of teaching and non-teaching staff are committed to providing the best education they can and have an energy and enthusiasm which makes FCC a rewarding place to work.

If you have any questions, would like any further information or would like to arrange an informal visit to the school, please contact our Trust HR Team, by emailing recruitment@faringdonlearningtrust.org

For more information, including a copy of the job description, please visit our website

<http://www.fccoxon.co.uk/vacancies/>

Online applications can be completed at <https://faringdonlearningtrust.org/work-for-us/>

Within your application, you should give details of your suitability for the role.

Closing Date for applications: 9am on Wednesday 1st February 2023

Interviews will take place week commencing Monday 6th February 2023

Faringdon Community College and Faringdon Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.

Faringdon Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.