**Headteacher’s PA with HR responsibilities**

**37 hours per week term time plus 10 days**

**Grade 6 Scale Point 18 – 22**

**Actual Salary £22403 - £24250**

Blessed Edward Oldcorne Catholic College is an outstanding Catholic school committed to ensuring all of our students excel spirituality and academically. Our vision is that all members of our community play their part in making the world a better place. In order for society to flourish we strive to be people of good character as described by our college virtues.

Blessed Edward Oldcorne Catholic College is a popular and well respected school which is always oversubscribed. Parents recognise that we are an inclusive community which values all our students equally, regardless of their background.

We are seeking to appoint a Headteacher’s PA with additional HR responsibilities. The successful candidate will become an integral part of an experienced and highly motivated team. This role is of great importance in ensuring the smooth running of the college. You will work closely with myself and the college admin team to ensure that our students continue to receive the education they deserve.

In return our college can offer you a welcoming and inclusive environment with a culture of openness and transparency. We place great emphasis on the wellbeing of our staff and offer a number of benefits to support this. You will also benefit from support, mentoring and development tailored to you. Staff flourish at Blessed Edward Oldcorne Catholic College and we offer ongoing career advancement for staff at all levels.

Blessed Edward Oldcorne Catholic College is a very special place to work. Our students are friendly, enthusiastic, and eager to learn. Staff are caring, supportive and dedicated to finding the true potential in each and every one of our students. The admin team play a pivotal role in ensuring that our students receive a high quality education and that their time at our college is a fulfilling and enjoyable one. If you believe that you have the skills and passion to work in a role which makes a real difference to young people please download an application from our website or request an application form by emailing [office@blessededward.co.uk](mailto:office@blessededward.co.uk)

Closing date for applications Friday 8th October 2021

Greg McClarey

Headteacher