

## Vacancy for PA to Headteacher

- **Location:** Highshore School, Camberwell, Southwark
- **Salary:** Grade 6, Scale points 9 -16: £30,309 - £35,313 per year
- **Job type:** Full Time, Permanent - All Year-Round Contract (Standard working week 36 hours /5 days)  
- All holidays to be taken in school holidays.
- **Start date:** ASAP
- **Closing date for applications:** 17/10/24
- **Interviews to be held on:** w/c 21/10/24

### Job Overview

#### Personal Assistant to the Headteacher

The Governors of Highshore School are seeking to appoint an experienced and motivated PA to the Headteacher to join the team in our excellent special school.

#### Core Purpose of Post:

- To provide a confidential and personal service to the Headteacher
- To support the Senior Leadership Team as required
- To handle the admissions process through to enrolment and deal with prospective pupils and parents on admissions enquiries
- To handle and manage HR admin and personnel files
- General administrative tasks as required

#### About Us:

Highshore is a mixed SEND Secondary school and Sixth form for students with complex mixed needs including Down's syndrome, Autism, ADHD and complex medical needs. We have 170 pupils on roll, many of which have significant learning difficulties and need help with daily activities.

#### How to Apply:

To request an Application Pack and apply please contact Nick Clark, [nclark@highshore.southwark.sch.uk](mailto:nclark@highshore.southwark.sch.uk) or call 0207 708 6790 for more information.

**C.V.'s are not accepted** - Candidates must complete the London Borough of Southwark. Direct applications only, no agency applications

If you would like to arrange a visit to the school before considering applying for the post, please contact the Headteacher **Evelina Dimopoulou** [headteacher@highshore.southwark.sch.uk](mailto:headteacher@highshore.southwark.sch.uk)

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Highshore School is committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. Our recruitment processes follow the guidance in the DfE document, *Keeping Children Safe in Education 2024*. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check. Highshore School is an equal opportunities employer.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. Our privacy notices are available on our website [highshoreschool.co.uk](http://highshoreschool.co.uk) or via the school office.