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Description automatically generated

**Headteacher’s PA/HR Administrator**

**Required for September**

**Salary: Band 5 £29,777 to £31,364 (scp 19 to 22)**

**To work full time/term time plus 3 weeks**

***(£26,926 - actual salary for working 36.25 hours per week/41 weeks)***

We are looking to appoint a personal assistant to the Headteacher to provide secretarial and HR admin support, and to join our dedicated staff team.

This post requires candidates to demonstrate good interpersonal, organisational and communication skills. Experience of working in an admin role is essential; knowledge of HR and Governance procedures is desirable.

We are looking for candidates who:

* Can handle confidential situations with sensitively, tact and diplomacy
* Are personable and professional at all times
* Are organised, calm under pressure and able to work to deadlines
* Can summarise discussions in wring and take notes of meetings

**To Apply:**

The job description and application forms are available on the college website: <https://www.bthcc.org.uk/vacancies>

For informal enquiries about the post, please contact Sue Simons, HR Manager [suesimons@bthcc.org](mailto:suesimons@bthcc.org)

Applications must be made using the CES application form. CV’s will not be accepted.

Completed application forms should be sent to [recruitment@bthcc.org](mailto:recruitment@bthcc.org)

**Deadline for applications is: 9 am on Thursday, 11 July 2024**

**Interviews will be held on: Wednesday, 17th July 2024**

*Our college is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with keeping Children Safe in Education (KCSIE) online/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant.*