



### Headteacher's Personal Assistant

**Salary: £34,392 pro rata (£37,575 full time equivalent)**

**Part time: 36 hours a week, term time only, plus 10 additional days during holidays to suit the role**

**Start Date: As soon as possible**

Saint Cecilia's Church of England School is an academically successful and over-subscribed non-selective secondary school, with an excellent reputation. Located close to Wimbledon Lawn Tennis Club, Saint Cecilia's is well connected to central London and the West End, as well as the tranquil Surrey countryside, by exceptional transport links. The school lies within the Inner London Weighting area, which adds a significant increase to salary. The school's vision is underpinned by its Christian mission to 'Glorify God, through outstanding and enjoyable education', which itself is underpinned by John 10:10 'I have come so they may have life and have it more abundantly'.

We are seeking to appoint an experienced Personal Assistant, to provide confidential administrative and secretarial support to the Headteacher, to ensure she is fully supported in all aspects of her role.

The successful candidate will be warm and personable with excellent people skills. This is a senior role within the school, acting as the first line of contact for the Headteacher.

This is an important role in the school and applicants will have had extensive secretarial and administrative experience and be able to manage many different tasks, whilst retaining complete confidentiality and discretion. The candidate must display attention to detail and be able to demonstrate high standards of presentation, both verbal and written to reflect the nature of Saint Cecilia's. The successful candidate must be self-motivated and able to plan and manage their own workload and be comfortable working as part of an efficient and hard-working administrative team.

This is a fantastic opportunity to join an established and highly valued support staff team, that sits at the heart of the school community and understands that ultimately all roles support and develop young people.

Saint Cecilia's has a history of academic excellence and in 2024 pupils and students achieved impressive results at GCSE and A Levels.

*Are you ready to join a team of dedicated staff, in a Good school which aspires to be Great? Are you ready to contribute towards a Great Curriculum, establish Great Learning and build a culture of Great Professionalism and Great Partnerships, all in a caring, supportive Christian Ethos? If the answer is yes, we would be pleased to hear from you.*

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. The school will research all shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process. The online checks will be carried out by Social Media Check, an independent agency.**

**We regret that we are unable to offer skilled worker visa sponsorship to non-UK citizens for this role.**

**Please note we do not accept CVs.**

**The deadline for applications is 9:00am, on Monday 23<sup>rd</sup> September 2024.**