

Dean Trust Wigan are seeking to appoint:

# PA to the Headteacher

**Post starts: As soon as possible**

**Term Time plus 3 weeks**

**37 hours per week, Monday to Friday 8am – 4pm**

**Grade 6, Scale Point 14-20**

**£28,624 - £31,586 Full Time Equivalent**

**£25,755 - £28,430 Actual Salary**

Are you committed to **making a difference in a rapidly improving school**? If so, we are looking for an **enthusiastic and dedicated PA to the Headteacher** to join us!

**Ofsted October 2023** *'Pupils and staff at the school are right to identify the Dean Trust Wigan as an improving school...The school has high expectations for pupils' academic achievement. Pupils understand how they should behave. Most pupils meet the school's raised expectations for behaviour. In lessons, most pupils embody the school's values of 'be ready, be respectful, be responsible' through their improved attitudes to learning'.*

The Dean Trust has a number of high performing schools and a proven track record of sustained improvement. The Dean Trust's core values include traditional academic education, excellent discipline and respect, resulting in improved attainment and progress. "Believe, Achieve, Succeed" has been embraced by all of the schools in The Dean Trust.

The role of the Personal Assistant to the Headteacher is to be responsible for providing a high level of administrative support to the Headteacher, including providing support and direction to team members, motivating others, working to tight deadlines and working flexibly.

The successful applicant will act as the Headteacher's first point of contact with people from both inside and outside the organisation. The personal assistant will add value through delivering first class support to ensure the Headteacher is effective in their organisation and time management and by assisting in the smooth day to day running of the school.

Please find below a job description and person specification.

## Method of Application

To apply please click on the **'Apply Now'** link on [careers.thedeantrust.co.uk](https://careers.thedeantrust.co.uk) or for further information please contact the Human Resources Department at Dean Trust Wigan.

Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

**Closing Date: 9am, Wednesday 21<sup>st</sup> May 2025**

**Interview date: TBC**

*Please contact the school if wish to discuss the position or meet the Head.*

*We are highly committed to safeguarding and promoting the welfare of all pupils and we expect all our staff to share this commitment. All post holders are subject to an enhanced Disclosure and Barring check and Disqualification Declaration.*