

PA to Headteacher/SLT
Grade 8 Pt 18-23 £24,982 pro rata (Actual £21,638)
37 Hours per week, TTO, plus 5 days per annum

An exciting opportunity has arisen to appoint someone, with significant experience of working in an administration role at senior level, to the position of Personal Assistant to the Headteacher.

We are looking for a professional, approachable and enthusiastic individual to provide effective and efficient support to the Headteacher, Business Manager/SLT. The successful candidate will have outstanding interpersonal, communication and organisational skills and have a talent and passion for working within a setting such as ours. Excellent ICT and secretarial skills are essential, including being confident in the use of different operating systems and video and audio conferencing/meeting platforms. You will have an eye for detail and a high degree of accuracy in your work.

Meadowbrook College is a welcoming, nurturing and stimulating environment for both students and staff, we are always looking for creative and innovative ways forward. We believe in a staff team ethos and in providing an environment for our children/young people and staff to be successful and thrive. You will have personal resilience, an empathetic approach and be happy working flexibly and under pressure. Your desire to learn new skills and contribute to the wider development of the College will be welcomed.

Meadowbrook College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff and volunteers are also expected to promote fundamental British values. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

Further information about Meadowbrook College is available on our website:

www.meadowbrook.oxon.sch.uk

Alternatively, do telephone 01865 253198 or email bmundy@meadowbrookcollege.org for further information or to discuss the role.

Completed application forms should be sent by **12.00 noon on Friday 3rd September** to

bmundy@meadowbrookcollege.org

Please note that our recruitment and safeguarding procedures do not allow applicants to submit CVs. All applications must be on our Application Forms which can be found on our website.

Interviews are expected to take place **week commencing 6th September 2021**