*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

***“Striving for Excellence”***

**PA TO PRINCIPAL + HR**

**Salary:** Grade 6 Point 18-20 actual salary £34,416 - £35,448

**Working Hours:** 36 hours per week, 52 weeks of the year

***“Leaders’ ambitions and high expectations of pupils, teachers and parents cascade throughout the community."***

***(Ofsted, December 2022)***

Shirley High School is a proud multicultural school with an established reputation of integrity and excellence. As a school, we continue to make significant progress across all areas of our school. This progress includes improved academic results, an increase in the number of pupils joining our school and more pupils leaving us to attend university. This includes Russell Group and Oxbridge universities. During the last 4 years we have invested over £1 million in school facilities, improvements and resources and moved from an Ofsted grading of ‘Requires Improvement’ to ‘GOOD’ in all categories.

Our school is at the heart of a vibrant and diverse community, with our pupils benefiting from our fabulous site and leafy surroundings. This along with our clear values and ethos, helps to create a positive learning environment for both pupils and staff. We also benefit from excellent transport links to London and the surrounding areas, plus an onsite gym and ample free parking.

We have high expectations in all we do and believe that all our pupils can be the best in the world at whatever they decide to pursue, through hard work, determination, leadership and compassion. We strive for excellence throughout our broad curriculum and wide range of extra-curricular opportunities, whilst also ensuring that both pupils and staff, are developed both in and out of the classroom.

We are currently looking for a dynamic and motivated member of staff that has passion and enthusiasm for delivering outstanding admin support within a school.

**We are looking for someone who:**

* Has two years’ experience relevant to the position;
* Can carry out all aspects of the role to a high standard;
* Has the ability to work effectively in a team;
* Can demonstrate their ability to work using their initiative;
* Is able to work effectively to deadlines and produce high-quality results;
* Demonstrates excellent organisational and planning skills.

**We offer excellent working conditions with key benefits that include:**

* Cycle to Work scheme;
* Significant departmental investment;
* Staff Mentoring;
* Staff car park on site;
* Fitness Suite (newly refurbished);
* A strong focus on the professional development of all staff within our school;
* A staff wellbeing programme.

Should you believe you have the skills to perform this role to the highest possible standards and are truly passionate about joining us on our journey then we would be delighted to hear from you. Please contact us if you wish to arrange a tour of the school or speak with the Principal.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. More information can be downloaded from our website [www.shirley.croydon.sch.uk](http://www.shirley.croydon.sch.uk).

Full details/application form available from: [www.shirley.croydon.sch.uk](http://www.shirley.croydon.sch.uk).

Completed application forms can be sent via email to: [office@shirley.croydon.sch.uk](mailto:officer@shirley.croydon.sch.uk)

**Closing date:** Monday 10 March 2025

Please be aware that the listing will be closed as soon as sufficient applicants have been received.

**SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE**

Address: Shirley Church Road Croydon CR0 5EF

Tel: 020 8656 9755

Web: www.shirley.croydon.sch.uk

Email: [office@shirley.croydon.sch.uk](mailto:office@shirley.croydon.sch.uk)

Principal: Mr T Myton

Shirley High School is a company limited by guarantee and registered in England and Wales. Company No. 7837778. Registered Office: Shirley High School, Shirley Church Road, Shirley, Croydon, CR0 5EF