

PA to the Headteacher

St John the Baptist CofE Primary School,

Hawthorn Bank,

Spalding,

Lincolnshire,

PE11 1JQ

Full Time

Grade G6

Required as soon as possible.



About Us

St John the Baptist CofE Primary School is a thriving, friendly and dynamic educational setting committed to providing an exceptional learning environment and welcoming atmosphere. We are seeking a highly motivated and skilled Personal Assistant to join our leadership team. This is an exciting opportunity for a highly organised and strategic thinker, with a passion for education, to join the St John's team and play a pivotal role in the continued success of the school.

Want to know more....

More information can be found below:

 01775 722644

 clare.robinson@st-john.lincs.sch.uk

 www.st-john.lincs.sch.uk/vacancies/.com

Prospective candidates are highly encouraged to talk informally with the Headteacher, or to arrange a tour of the school, using the above contact details. We look forward to welcoming you soon.

Role Overview

Within this role you will work closely alongside the Headteacher and the wider Leadership Team, supporting them at all levels to meet their strategic goals. You will play a pivotal role in coordinating and leading on HR and H&S procedures and policy, as well as working with the wider school community on pupil attendance. This is a varied and exciting role and more details can be found within the job description on the school website.

Why Join Us?

- A supportive and collaborative leadership team.
- Opportunities for professional development.
- A competitive salary and employee benefits package.
- The chance to make a real difference in the operational and strategic success of the school.

Key Dates

Application Deadline: Friday 18th April

Interviews: Monday 28th April