

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process school and colleges should
consider carrying out online searches, as part of the due diligence on shortlisted candidates. This is to determine
suitability to work with children and keep them safe. All shortlisted candidates are now subject to an online check
and if there is anything concerning, then the shortlisted candidate will be asked to comment on it at interview.

Hagley Catholic High School is a member of Emmaus Catholic Multi Academy Company of Schools and is looking to recruit a friendly, approachable, enthusiastic and experienced Principal’s Personal Assistant (PA) to act as the first point of contact for the Principal and all such matters associated with the Principal’s role, using discretion and professionalism, and ensuring all staff, visitors and callers receive a professional response and are dealt with by the appropriate person.

The successful candidate will work very closely with the Principal on key business and administrative functions to run a very busy and successful school. Key responsibilities include managing the Single Central Record, HR and recruitment, and line management of the administrative team.

Please refer to the job description and person specification for further details.

We welcome applications from both Catholics and non-Catholics but expect all employees to support the Catholic ethos and values of the school.

**Closing Date: 21st May 2021 Date of Interviews: 24th May 2021**

**We are recruiting for a Personal Assistant to the Principal
Required To Start As Soon As Possible**

**Grade: Emmaus Grade 7, SCP 18-23**

**Hours: 37 hours per week, Term Time Only (38 weeks),**

**plus 5 teacher training days and one week in the Summer Holidays**

**Salary: £29,269-£32,111 Full time equivalent**

**(salary to be paid pro rata for hours and weeks worked)**

Contact Us

**A full application pack is available from Hagley Catholic High School, by visiting
the Emmaus website:**

<https://www.emmausmac.com/Page/Detail/vacancies>

Phone - 01562 883193

Online - [www.hagleyrc.worcs.sch.uk](http://www.hagleyrc.worcs.sch.uk)

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact Mrs Tracey Brown, Business Manager by email at tbrown@emmausmac.com

**Closing Date: 4th September 2024**

**Interviews: w/c 9th September 2024**