

# **The Bishop Wand Church of England School**

## **Terms Summary**

<b>Job Title</b>	<b>Headteacher's Personal Assistant</b>
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## **Contract Details**

<b>Contract Commencement Date</b>	<b>Date to be agreed</b>
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<b>Contract Type</b>	<b>Full-time</b> <i>(subject to 6 month probation for applicants new to service)</i>
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<b>Hours</b>	<b>36 hours per week</b>
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<b>Work Pattern</b>	<b>Monday to Thursday: 8.30am to 4.15pm</b> <b>Friday: 8.30am to 4.00pm</b> <i>(30 minutes lunch per day)</i>
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<b>Weeks per year</b>	<b>40 (Term time, 5 INSET days and 1 week during School closure)</b>
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<b>Annual Leave</b>	<b>School Holidays only</b>
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## **Salary Details**

<b>Service Conditions</b>	<b>Surrey Pay</b>
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<b>Salary Grade</b>	<b>PS6</b>
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<b>Annual Salary (Full Time Equivalent)</b>	<b>£24,780.00</b>
<b>Pro-rata Salary</b>	<b>£21,864.00</b>

The Terms and Conditions as noted above apply to the Autumn Term recruitment campaign