

PA to the Headteacher – Full-time

Salary Scale – PO2/PO3 - £34884-£40869 pro rata (36 hours x 40 weeks) (depending on experience)

An exciting opportunity has arisen to appoint a professional, approachable, experienced and discrete Personal Assistant, to aid the exceptionally busy Headteacher.

The role includes a wide range of responsibilities that will require a broad set of administrative skills, enthusiasm, to ensure the efficient and effective running of the Headteacher's office and daily business.

You will act as a first point of contact within the school for staff, governors, councillors, parents and others seeking contact with the Headteacher.

We are looking for individuals with a talent and passion for working with young people. You must enjoy working in a busy and challenging role, but have the ability to maintain a calm, upbeat and optimistic presence.

The role will also require excellent communication, organisational and interpersonal skills with resilience and empathy, the ability to work flexibly, effectively under pressure, with attention to detail and a high degree of accuracy. An excellent working knowledge of various IT packages and competency with the ability to learn new skills where appropriate is essential.

To apply contact Anna Gillespie on 020 8342 7970 or email agi@hws.haringey.sch.uk or download from our website www.hws.uk.com

Closing date for applications is: Tuesday 17th May 2021 at 09.00 am.

Interviews to be held: Wednesday 26th May 2021.

HIGHGATE WOOD SCHOOL
Headteacher: Mr Patrick Cozier BSc (Hons), MA, NPQH
Roll: 1550
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Tel: 020 8342 7970
Email: agi@hws.haringey.sch.uk
Website: www.hws.uk.com

Making a positive difference to students' achievements and experiences, maintaining the highest expectations and inspiring self belief.

All appointments are subject to safer recruitment procedures and an enhanced DBS check