



Part-Time Assistant PA to Headteacher

Permanent, starting 2 September 2024

15 hours per week (2 days), Term Time Only (39 weeks)

Grade C – Full Time Equivalent Salary £23,115 to £24,140 per annum

Pro rata salary £8,015 at C1

Benefits include membership of Local Government Pension Scheme, Term Time Only working, and free parking.

Park Community School is seeking an Assistant to Headteacher's PA to work 2 days per week (one of which needs to be a Friday and the other day ideally Monday or Thursday).

The successful applicant will provide administrative support to the Headteacher and Head of School, with some HR administration.

The role will include:

- Maintaining diaries, staff lists and SIMS
- Preparing, checking and formatting school letters
- Coordinating Senior Leaders to arrange meetings and interviews
- Processing of forms and data, for example entering details of staff leave and absences on the HR database
- Minute-taking and typing up of meeting notes
- General office administration
- Occasional support with whole school activities - for example during exams and for meetings and training where all staff get involved.

Skills and Experience

Essential

- Proven office management skills (PA / Administration)
- Accurate record keeping
- Excellent written communication skills
- A positive and professional approach
- Ability to proofread letters and newsletters to ensure perfect presentation, spelling and grammar in outgoing documents
- Understanding of confidentiality requirements including GDPR and data protection regulations in respect of staff and student data
- Understanding of safeguarding children
- GCSE Grade Level 4 / A-C (or equivalent) in Maths & English

Desirable

- Level 3 or 4 Business Administration, secretarial or HR qualification (or equivalent)
- Advanced Word skills such as mail merge capability
- Knowledge of management information systems such as SIMS
- HR database experience.

Applications

Applications must be made using our application form; due to safeguarding rules, CVs cannot be accepted as a means of application.

To apply for this position, please download an application form from www.pcs.hants.sch.uk/employment.php.

We look forward to hearing from you.

Closing date:
Interviews:

10 June 2024
To be arranged

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community. References may be taken in advance of interview.