



TOOTHILL SCHOOL

A MEMBER OF THE TORCH ACADEMY GATEWAY TRUST



PA to the Head of School

APT & C SO2 £27,924 - £30,178

Pro rata actual £24,715 to £26,710

Term Time only (plus two weeks), 37 hours per week, Permanent.

Closing Date – Monday 14th September 2015

Toot Hill School is an Outstanding (Ofsted, 2012) 11-18 Academy in the rural market town of Bingham, Nottinghamshire – recently named by Family Investments as the best place in the UK to raise a family. In 2014 the GCSE and A Level results secured by our pupils were exceptional.

We are seeking to appoint a Personal Assistant to the Head of School. The ideal candidate will have experience of working as a Personal Assistant within a school environment, however this is not essential.

This role would be suitable for an individual with excellent organisational skills, attention to detail and THE ABILITY to work unsupervised. We are looking for a proactive, confident and reliable candidate with excellent communication skills

The Key duties of this role are:

- Being responsible for emails and diary management, including scheduling appointments and meetings in order to make the best use of the Head of School's time;
- Sort, screen, prioritise and respond on behalf of the Head of School as appropriate to incoming emails, mail, telephone calls, enquiries and requests;
- Make decisions on routine matters determined as within the scope of the role in the absence of the Head of School;
- Produce documentation required by the Head of School, working to short deadlines and ensuring that all documents are fully and accurately completed;
- Lead the school reception team to ensure all administration is run efficiently and effectively.

The role will require occasional work that is outside of normal working hours but this will be arranged in advance around other commitments where possible.

To apply please forward a completed application form (which can be obtained by visiting the Toot Hill School website), together with a letter of application to Karen Kelley (HR Manager) at the following address:

Toot Hill School
The Banks, Bingham
Nottinghamshire
NG13 8BL
Tel: 01949 875550 Fax: 01949 875551
E mail: kkelley@toothillschool.co.uk
Website: www.toothillschool.co.uk

Toot Hill School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Toot Hill School welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation. An enhanced DBS is required for this post.