

PA TO HEADTEACHER, TIFFIN SCHOOL

TO START DECEMBER 2019

SALARY: £33,946 - £37,842 dependent on experience (£30,682 - £34,203 pro rata)

Due to the retirement of the present postholder, we are currently looking to recruit an experienced Personal Assistant to provide professional support to the Head Teacher, requiring a high level of confidentiality and exceptionally good organisational skills. In addition, you will be responsible for the HR functions in the school.

The successful applicant will:

- have previous experience in a similar role at a senior level
- be an excellent communicator, both verbally and in writing
- collaborate effectively with others, showing the ability to forge successful working relationships
- be self-motivated, flexible and able to meet the demands of a busy school
- multi-task and prioritise work under pressure
- be IT proficient

You will work during term time plus two weeks in the summer break. The annual leave entitlement is a nominal one only, for purposes of inclusion in the pay calculation, as leave is deemed as being taken during school closure periods. Hours of work are 8 am to 4.30 pm with a noon finish on Wednesdays.

Tiffin School is a boys' selective state school with a mixed Sixth Form. It has a vibrant and friendly staff, with a diverse mix of teachers and support staff. The location is close to Kingston town centre, with excellent public transport links to Central London. We are close to Richmond and Bushy Parks, and the Surrey countryside. Benefits include: season ticket loan/Cycle to Work scheme/salary advance scheme for a rental deposit/free on-site parking /enhanced maternity benefits/two week Autumn half term break/LGPS Pension. For a good feel of the School, please look at the Head's Newsletters on the website.

Please see our website for an application form, the Person Specification and the Job Description. Only fully completed application forms received by the stated deadline for applications will be accepted as valid applications. CVs will not be accepted as applications. No recruitment agencies please.

Closing Date: noon on 30 September 2019