

# Colnbrook C. of E. Primary School

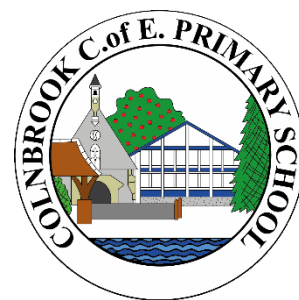
High Street, Colnbrook, Berkshire, SL3 0JZ

Tel: 01753 683661

Email: [mail@colnbrookprimary.com](mailto:mail@colnbrookprimary.com)

Website: [www.colnbrookprimary.com](http://www.colnbrookprimary.com)

Headteacher: Mr Tom Brunson B.A.(Hons), NPQH



## Personal Assistant to the Headteacher

**A permanent contract commencing November 2023 to allow a handover with the current post holder.**

- **Salary: SCP 14-23, £26,411 - £31,153 full time equivalent**, depending on experience.
- **Full time, 37.5 hours per week: Mon to Fri, 7:30am - 4:00pm** *(some negotiation possible)*
- **Term-time only** including INSET days.

We have a rare and exciting opportunity to join our dedicated team. We are seeking a highly organised and enthusiastic Personal Assistant to support the Headteacher and wider school.

We are looking for someone who:

- Is highly organised and adaptable with a 'can-do' attitude
- Can ensure that the headteacher is fully supported in all aspects of his work, including in confidential matters
- Has an eye for detail and is able to work efficiently in a fast-paced environment
- Has prior experience of being a personal assistant or has office admin experience
- Is an outstanding team player with excellent communication skills

We can offer:

- A diverse school community within a growing multi-academy trust
- A friendly and supportive staff team
- Regular continuous professional development opportunities

For further information and an application form, contact Angela Ford on 01753 683661 or visit the school website [www.colnbrookprimary.com](http://www.colnbrookprimary.com).

**Colnbrook Primary School is committed to Safeguarding and protecting the welfare of children and young people and we expect that our staff share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

**Closing date: 9am, Monday 2<sup>nd</sup> October 2023**

**Interviews: Thursday 5<sup>th</sup> October 2023**