



Holmer Green Senior School is committed to the welfare and safeguarding of all its students and therefore all appointments are made subject to satisfactory Enhanced DBS, qualification and pre-employment checks

As part of the shortlisting process, we will carry out an online search (including social media) as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview

Personal Assistant to the Headteacher

**REQUIRED before April 2025
Bucks Pay Scale 5-6
£32,192 to £38,715**

Full time – 37 hours per week

We welcome pre-application visits from all candidates

Holmer Green is a popular 11 to 18 school with 1200+ students (170+ in the Sixth Form) and is expanding. As a school we are in the top 10% of schools nationally for KS4 progress and in the top 5% of schools nationally for KS5 progress. The school has a range of newly built modern facilities which now include purpose built English and Maths block, new cafeteria and fitness suite.

We can offer 8 staff training days (not the 5 you find in most schools), a two-week October half term, professional development of a high standard. We take our staff well-being seriously and offer weekly activities, like team sports, free use of a new fitness suite, a Staff Forum, access to Employee Assistance Programme, car parking, paid lunch duties plus free lunch

We are looking to appoint a Personal Assistant to the Headteacher. The successful candidate will manage the administration around the Headteacher's role, support the school's public relations and image, support with the running of key school events, and undertake other administrative tasks.

The successful individual will be someone who pays meticulous attention to detail, has energy, enthusiasm, has a calm manner and the ability to prioritise. The successful candidate should be approachable, have strong people skills and a 'can do' attitude. PA experience at a senior level would be preferable. The candidate will have a high level of literacy skills. They must be committed to enabling our students become the best versions of themselves they can be. We are a values driven organisation and therefore applicants must embody our values of: Work Hard, Be Kind and Have Passion.

Please apply by sending a completed Holmer Green Senior School Application Form with covering letter addressed to the Headteacher.

For an application pack, please see our website www.hgss.co.uk or contact Mrs Liz Barber directly at barberl@holmer.org.uk

Closing date for applications: 20 January 2025, Monday 9.00am
Interviews: week beginning 27 January 2025

The school reserves the right to appoint before the closing date should a suitable candidate become available