

## Headteacher's PA and Office Manager – Primary Phase

Scale 6: £29,544 - £30,618 per annum (Salary will be pro-rated)  
Maternity Cover | Term Time + 1 (40 weeks per year) | 35Hrs per week  
**Required for May 2021**



# St Paul's Way

Education • Foundation • Trust

**St Paul's Way Trust School is seeking to appoint a highly skilled Office Manager and PA to the Headteacher of the Primary Phase.**

The Primary Phase of the school opened in September 2014 and has recently moved into brand new purpose built accommodation. The school is grown each year and this is an exciting time to join St Paul's Way Foundation School.

We seek an experienced school administrator who may have experience as an Office Manager or PA, or may be an ambitious school administrator looking to develop their career. You will be keen to take advantage of all the opportunities presented by working in a dynamic and innovative organisation which has the advantage of partnerships with secondary colleagues, world leading Universities and Corporate Trust partners. Professor Brian Cox OBE is our Patron.

Working within this exciting organisation, you will be an individual who is organised, enthusiastic and has excellent interpersonal skills.

We welcome visits to the school, prior to application, so we can show you all we have on offer:

- Pupils who are fully engaged in their learning
- Our supportive, creative and dynamic Senior Leadership Team, Governors and Trust Partners
- An exceptionally well-resourced school in brand new accommodation
- Supportive and enthusiastic parents

**Please note, we do not accept CVs alone.**

**To apply please click the below:**

**<https://ats-stpaulsway.jobsgopublic.com>**

**Application closing date:**

Midday, Friday 12<sup>th</sup> March 2021

**Interview date:**

WC 15<sup>th</sup> March 2021

*St Paul's Way Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to undergo an enhanced DBS Check.*

St Paul's Way Trust School is part of the

# UST

University Schools Trust

