



Goodmayes Primary School



Executive Headteacher: Mr Lee Walker

PA TO THE EXECUTIVE HEADTEACHER WITH HR RESPONSIBILITIES REQUIRED FOR SEPTEMBER 2024 OR SOONER

**36 hours per week, 44.46 weeks per year
(Term-time plus 5 INSET days)**

**Salary: LBR 8
£37,443 - £39,264 per annum pro-rata (£19.95 - £20.92 per hour)
including Outer London Weighting**

We are seeking to appoint an experienced and highly skilled Personal Assistant to provide effective, proactive and professional support to our Executive Headteacher. This is a pivotal role in which you will work closely with the Executive Headteacher and Governing Board to ensure the continued success of the school.

In addition to providing dedicated support to the Executive Headteacher, you will lead and manage the office staff to ensure the effective management of the school office and lead on all aspects of HR across the school. You will ensure compliance with legislation, maintain up-to-date effective policies, lead and manage the recruitment process for all staff to ensure compliance with safer recruitment procedures and work collaboratively with the Governing Board, providing administrative and management support as necessary.

The post requires a highly organised, motivated, approachable individual who enjoys working in a fast-paced environment. You will be confident in your minute-taking skills and possess excellent interpersonal skills, both verbally and in writing. Experience of working as a PA to senior management and the ability to manage sensitive and confidential information is essential.

We offer:

- A supportive and collaborative working environment
- A level of autonomy in the role, with the capacity to introduce new initiatives and ideas
- Staff with a strong team spirit and are proud to work at the school
- A Governing Board that offers both support and constructive challenge
- Staff and governors who are fully committed to our children's wellbeing and development
- Friendly, well-motivated children who enjoy learning
- A culture of continual professional development

The successful candidate will demonstrate:

- Previous PA experience at senior management level
- Previous experience in an HR role with a good understanding of the principles of employment law and HR best practice
- Excellent organisational skills
- Experience of organising meetings and accurate minute-taking skills
- Excellent written and verbal communication skills
- Ability to collaborate and build effective relationships with all key stakeholders with warmth, diplomacy and discretion
- Ability to work under pressure
- Ability to lead, inspire and motivate
- Energy, creativity, enthusiasm and dedication
- Team spirit and a good sense of humour

For further information, please contact Elaine Shaw, Executive Assistant to the Executive Headteacher, on 0208 590 5810 ext 203 or download an application pack from <http://goodmayesprimary.school>

Closing date: Friday 28th June 2024 (12:00 noon)

Interviews: Thursday 4th July 2024

Redbridge is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Such posts will require a DBS check and references will be taken up prior to interview. In accordance with Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes. Embracing diversity and promoting equalities for all.