



Deanery C.E. Primary School

Fox Hollies Road Walmley Sutton Coldfield B76 2RD
Tel: 0121 351 6441/6615 enquiry@deanery.bham.sch.uk
www.deanery.bham.sch.uk
Head Teacher: Mrs Jayne Lockett

PA to Head Teacher/Office Manager/Clerk to Governing Body

Salary Range: Grade 4 (£26,470 - £33,136)
8.30-5.00pm (plus Governing Body meetings) Term-time only

The Deanery is a two-form entry, well resourced, successful primary school where governors, staff, parents and children work effectively in partnership to maintain a warm, welcoming and happy family atmosphere. The governors are seeking to appoint an enthusiastic PA to the Head Teacher, Clerk to the Governing Body and Manager of our very busy office.

We are looking for

- office management experience
- experience of a school environment

The successful candidate will

- have experience of governance and minute taking
- be flexible and willing to attend regular evening meetings
- have excellent note taking and literacy skills
- be confidential
- be well motivated
- have excellent IT and communication skills
- have the ability to prioritise
- have experience of management information systems

Application forms available from the school office before 21 December 2018 or from 7 January 2019. Please contact Mrs Nikki Allison.

Closing date for applications – Friday 25 January at 4.00pm.

Interviews – w/c Monday 4 February

