



## CHRIST CHURCH BENTINCK CE PRIMARY SCHOOL

Cosway Street

London NW1 5NS

Tel: 020 3 351 4135

email: [office@ccbprimary.co.uk](mailto:office@ccbprimary.co.uk)

website: [www.ccbprimary.co.uk](http://www.ccbprimary.co.uk)

Headteacher: Sandra Tyrrell

### Headteacher's Personal Assistant (Primary)

#### Inner London MPS

September 2021

Term Time Only + 1 week (ie. 40 weeks per year)

Salary: Band 2, level 1: £9,755 per annum TTO/PT 36.75%, 40 weeks FTE £26,544. Approximately 15 hours per week (3 days x 5 hours): The days of work can be negotiated.

Fixed Term – 1 year initially

We are seeking to appoint a part-time personal assistant to support the work of the Headteacher, Deputy and members of the Leadership team. This role will involve taking responsibility for a range of key administrative duties allowing senior staff to focus on raising standards in teaching and learning.

#### We are looking for:

- An individual with prior experience demonstrating exceptional organisation and time-management abilities
- A confident and competent individual who has excellent communication and administrative skills
- A friendly, professional and well-organised individual who will work as a committed member of the school team
- A flexible and approachable person who can communicate effectively (both orally and in writing) with a range of stakeholders: students, staff, parents, governors, external professionals and visitors to the school
- An individual who has accurate literacy and numeracy skills with the ability to prioritise effectively
- A team player with a high degree of personal motivation and self-drive

#### About the school

- Christ Church Bentinck is a thriving, multicultural, central London CE school, serving the local community with a supportive and inclusive Christian ethos and highly committed friendly staff. The school is an amazing place to work and learn; rated "outstanding" by Ofsted and SIAMS and is one of the best performing state schools nationally.

**For further information, please view the attached Job description and Person Specification**

#### How to apply:

Application packs are available via email to: [office@ccbprimary.co.uk](mailto:office@ccbprimary.co.uk) and from the school website.

Visits are encouraged and can be arranged by contacting Mrs Palmer, Senior Admin Officer on 020 3351 4135 or by email.

Closing date for applications: **Monday 7<sup>th</sup> June 2021 (9am)**

Short listing date: **Tuesday 8<sup>th</sup> June 2021**

Interviews: **Week beginning Monday 21<sup>st</sup> June 2021**

The governors of our school are committed to safeguarding (KCSIE) and promoting the welfare of children and expect all staff and volunteers to share this commitment.

The successful applicant will need to undertake an Enhanced Disclosure via the DBS.

An initial offer of appointment will be made to the successful candidate and will only become a substantive position subject to appropriate references along with evidence of original documents for qualifications, health etc.