

Headteacher's Personal Assistant
Term Time Only
Permanent
Clapton Support Staff Range Scale SO2, points 27- 29
£33,759 - £34,986 (pro rata)
Inner London Area

Required ASAP

- Are you looking to secure a rewarding role in an outstanding London academy?
- Are you interested in joining our dedicated team of support staff?
- Do you have the experience and skills required to ensure an efficient Personal Assistant service to our headteacher?

If so, apply to Clapton Girls' Academy (an outstanding 11- 19 girls' academy). We are looking for a Personal Assistant to provide high quality and confidential support to the headteacher. This is a rewarding and varied role which is key in ensuring we get the best possible outcomes for our students.

We can offer you:

- A welcoming and caring academy with enthusiastic students.
- The support of a fantastic team of dedicated staff.
- The opportunity to develop your skills.

Clapton Girls' Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be DBS checked at an enhanced level.

Telephone: 020 8985 6641
E-mail: recruitment@clapton.hackney.sch.uk
Twitter feed: [@claptonGA](https://twitter.com/claptonGA)
Visit the school website: www.clapton.hackney.sch.uk

Closing date: Friday 5 July 2019 (by 9am or first post)

Interview date: Tuesday 9 July 2019