

VACANCY

PA TO HEADTEACHER

Job title:	PA to Headteacher
Reporting to:	Headteacher
Level of Supervision:	Left to work within school guidelines subject to scrutiny by line manager
Hours:	30 hours a week, term time only plus five days in school holidays
Grade:	Grade 3 (Pt 9 £21,269 to Pt 22 £27,514 – pro-rata'd for part time)

Uffculme School is looking for a confident and competent Personal Assistant to the Headteacher to join its administration team.

Uffculme School offers co-education for children and young people of the ages 3 to 19 years from all parts of the city. Our students represent the wide cultural mix that makes up the general population of Birmingham. We are a successful school with a long and proven track record of providing high quality education for young people with a primary diagnosis of ASD. We currently cater for nearly 270 children over three sites.

This is a busy and varied role, but one which provides an opportunity for an outstanding candidate to play a key role in the daily running of the school. The successful candidate will be the first point of contact for the headteacher, maintain her busy diary as well as co-ordinating other whole school administrative functions.

The successful candidate will be a strong communicator, acting as a liaison between students, staff and parents. A high level of tact and diplomacy, and the ability to stay calm in a crisis, is also required in the role, as the appointed post holder will be privy to a large amount of confidential information.

We require a candidate who:

- ✓ Has Business or Administration or other relevant qualification at level 3 or above
- ✓ Has a minimum of two years' experience in a similar role
- ✓ Is able to work dependently, demonstrating initiative and pro-activity, as well as supporting colleagues as part of a team
- ✓ Is IT competent and confident
- ✓ Is able to identify priorities and manage own workload as well as that of others
- ✓ Is able to work under pressure
- ✓ Will work positively and constructively within their team and with other colleagues
- ✓ thinks creatively and imaginatively and identifies opportunities
- ✓ will promote our core values and ethos

If, having read the job description and person specification, you wish to apply for the role please

Email a completed application form to HR@uffculme.bham.sch.uk. Please ensure that your application contains clear contact details for referees and that you are able to provide evidence of your qualifications. Handwritten application forms will not be accepted.

The closing date for applications is midday on 10 October 2022. Interviews will be held on 13 October. We would like the successful candidate to start with us as soon as possible.

The school is totally committed to safeguarding the welfare of children and young people and expects the same from its employees.