

POSITION VACANT – PA TO HEADTEACHER / INCLUSION MANAGER HOLY TRINITY CE (A) PRIMARY SCHOOL

www.holytrinity-cuckfield.w-sussex.sch.uk

Personal Assistant to the
Headteacher / Inclusion Manager
support

Fixed Term 1 year Contract with the
possibility of extension

Term time only – 5 days a week – 37
hours (part time hours considered)

- POSITION SUBJECT TO HEALTH CHECK,
REFERENCES AND COMPLETION OF
SATISFACTORY PROBATIONARY PERIOD
- POSITION SUBJECT TO CRIMINAL RECORDS
CHECK (CRB/DBS)

WE ARE LOOKING FOR A RELIABLE, MOTIVATED AND ENTHUSIASTIC PA TO JOIN OUR FRIENDLY STAFF TEAM

This is an exciting opportunity for a professional and motivated individual to join our team at Holy Trinity. Working closely alongside the Headteacher and Inclusion manager, you will play a vital role in the organisation, communication and administration of the school.

PLEASE ACCESS APPLICATION FORM AND DETAILS VIA THE SCHOOL OFFICE OR WEBSITE

Applications to be submitted to Mrs. A. MacGregor
(Headteacher) **by Wednesday 13th March 2024**. Interview date:
TBC

Rates of Pay: Annual gross salary pro-rata term time only,
37 hours a week (part time hours will be considered)
£19150 (pro-rated if less hours agreed)
Grade 3.3 rising to grade 3.4 after a successful 6 month
probation period.

