

**Personal Assistant to the Senior Leadership Team**

**Start Date: As soon as possible**

**Salary: Band 8 point 17 – 22 (£24,857 - £27,098)**

**Permanent term time plus 5 days**

**Hours of work – 8.00am till 4.00pm (Monday – Thursday) Friday's 8.00am to 3.30pm**

Peel Park Primary School and Nursery School is set on the outskirts of inner city Bradford. Our pupils are delightful and very keen to learn. We are an inclusive setting and we are proud to support pupils with a wide range of Special Educational Needs and Disabilities.

We are looking for a friendly, confident and highly organised individual who has a PA background and/or experience and understanding of supporting SEND processes. A large proportion of this role will be to support the Assistant Head in her role as the Senior Educational Needs Co-Ordinator in School. This is an extensive and growing role in our school and the PA would be required to support with a wide range of tasks such as scheduling meetings and reviews, sending out invitations and letters to parents, liaising with external agencies, filing documentation, minuting meetings, etc.

In addition, the successful candidate would support the Headteacher and Deputy Headteacher. Integrity and the ability to work in confidence are important as the post involves a significant amount of handling of sensitive information. The post holder would lead on the communication and promoting the school as well as playing a central role in recruitment processes.

This role is ideal for someone who can work quickly and thoroughly, prioritising tasks accordingly, and be a flexible team member with an excellent sense of humour. School is a fast-moving environment and no two days are the same, which is fun and challenging in equal measure.

**We can offer you:**

- A successful and supportive team
- A commitment to your wellbeing, with supportive leaders and a wellbeing partner.

**We encourage any applicant to come and visit the school or to book an informal phone conversation about this role with the Headteacher.**

For an application pack please contact: Sharon Longmire – School Business Manager

Closing date: Friday, 6<sup>th</sup> September @ Noon

Shortlisting: Friday, 6<sup>th</sup> September pm

Interviews: Wednesday, 18<sup>th</sup> September

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and visitors to share in this commitment.*

All posts are subject to an enhanced DBS check