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**Head Teacher’s Personal Assistant**

We are looking for a calm, friendly person with good communication skills to join our fantastic team at Wyvern and become the next PA for our Head Teacher and wider admin support for the College.

Main tasks will include managing the Head’s diary and the day to day management of the college calendar overseeing a wide range of administrative and organisational tasks and events..

**Grade D £25,628 to £28,326 ( FTE ) pro rata**

**Term time only + 1wk (40 week contract)**

**Monday to Friday – 25/30 hours per week. Worked between 8:30 am and 4:30 pm**

**Hours start and finish time are by negotiation, however at least one day per week will need to be worked as a full day. We will also need applicants to be prepared to be flexible according to changing needs of the HT and the College.**

The College has consistently high achievement and the college was categorized as good in its last OFSTED inspection in December 2023.

It has a highly experienced, inspirational and dynamic staff team who are key to the continued success of the college and where staff feel valued for their contribution.

We offer:

* A friendly and supportive work environment where staff feel valued
* Good training & development opportunities
* Discounted childcare in our on-site nursery
* Discounted use of our sport and fitness facilities
* Free parking & many other benefits
* Local Government Pension Scheme
* Up to 27 days annual leave, plus bank holidays

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to undertake a disclosure and barring service check. All appointments are subject to the satisfactory completion of all pre-employment checks.

A detailed job description and person specification for this role can be found by clicking on the link for the Job Description. To apply complete the Support Staff application form and Equalities form.

**Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found**

**Closing date : Monday 8th July 2024 12 noon**

**Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.**

**Please note: we do not accept CV’s**

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A detailed job description and person specification for this role can be found on our website. Application packs available from [www.wyvern.hants.sch.uk](http://www.wyvern.hants.sch.uk)

**Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found**

Closing date **21st February 2024**

**Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.**

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Wyvern College is a popular and happy school, where staff and students feel valued and appreciated. Students are polite, hard-working and well behaved. They are keen to learn and they achieve well above national expectations. Staff morale is high; turnover is low and there is a strong sense of team work and community. Staff are proud of their college and genuinely excited about the next stage of its development. Leaders and Governors are held in high esteem. We have on-site nursery and gym facilities with staff discounts. People rarely leave Wyvern and those who do, often return!

Wyvern is a 11-16 mixed comprehensive school, serving the communities of Fair Oak, Horton Heath, Bishopstoke, Durley and Upham and the surrounding area. Increasingly, families from outside the catchment area are seeking Wyvern places for their children. Consequently, it is oversubscribed.

Closing date for applications: Monday 18th March.