



PA to the Principal

An exciting opportunity at The King's CE School for an administrative professional!

Job Title: PA to the Principal

Salary: Grade 5, Point 19 (37 hours/week, 45 weeks/year)

Location: The King's CE School, Wolverhampton

We are seeking an experienced, professional PA to join our Curriculum Administration Team and work closely with the Principal to provide excellent administrative support in managing the day-to-day running of our school.

You will be joining us at a really exciting time and will be able to make a massive difference. The purpose of this post is to oversee and organise the Principal's calendar, to schedule and carry out the Principal's administration, and provide general support to select members of the Senior Leadership Team. Within this post, you will be working under the direction and support of the Principal with the Line Management responsibility of the school receptionist. You will liaise with the HR Officer regarding recruitment and personnel, manage any incoming correspondence, organise and file paperwork, documents and computer-based information and liaise with the Chair of Governors/Governing Body as appropriate.

Advert Posted: 5th March 2021

Closing Date: 18th March 2021

Interviews w/b: 22nd March 2021