



# Personal Assistant to Business and Community Manager

*D Grade – FTE £19,848 per annum*

*39 weeks per year*

*Hours to be negotiated – 4 days per week*

*Actual salary for 22.5 hours per week - £10,324*

*Actual salary for 29 hours per week - £13,307*

*Fixed term for 1 year (starting September 2017)*

Benefits include: Term Time only position, Membership of contributory Local Government Pension Scheme; Staff Wellbeing Scheme including some healthcare benefits.

This is an exciting opportunity for a capable and efficient PA to join our team.

Reporting to the Business and Community Manager, you will provide a full range of administrative services, including diary management, minuting of meetings, filtering and delegating emails, and liaising with internal and external stakeholders. You will also work closely with the Headteacher's PA in providing administrative support to members of the Senior Leadership Team as required.

With proven ability as a PA to a busy manager or director, you will be proficient in the Microsoft suite of packages, with excellent IT literacy. Confidential and with the ability to prioritise according to urgency and organisational needs, you will be able to work effectively and coordinate decision makers in order to ensure a smooth and efficient service is provided.

Knowledge of shorthand is desirable, as is experience of writing funding bids or grant applications.

In return, we offer a fantastic working environment, a range of employee benefits and the opportunity to make a difference in a fast-paced and ambitious school.

To apply for this position, please download an application form from [www.pcs.hants.sch.uk](http://www.pcs.hants.sch.uk) or e-mail [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk) to request an application form. We look forward to hearing from you.

**Closing date: 14th July 2017**

**Interviews: 19th July 2017**

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks.

In promoting equal opportunities, the school welcomes applications from all sections of the community.