**PA to the Head**

**Permanent, term time plus 6 weeks**

**Required for August/September 2024**

We have an exciting opportunity for a highly skilled Personal Assistant to provide outstanding professional administrative, secretarial, and organisational support to the Head.

This role is vital to ensuring the smooth running of the school and involves engaging with the entire school community.

This is a role that requires a highly organised, trustworthy individual with a can-do attitude and a calm disposition. The successful applicant will have experience in a busy PA role and be a pro-active solution-finder. They will possess excellent communication skills, be proficient in various software applications, have a strong ability to multitask and handle confidential information with discretion and professionalism.

We are situated in beautiful grounds and offer the following benefits:-

* Pension scheme
* CPD
* Fabulous free catering service (breakfast and lunch)
* Employee Discount Platform and EAP
* Health Cash Plan (after a qualifying period)
* Fee remission
* Free on-site parking

Please visit our website to learn more about our big-hearted school; <https://www.abbotshill.herts.sch.uk/about/vacancies/>

To apply for our vacancy, please complete an application form and return it to our HR Department as soon as possible; [recruitment@abbotshill.herts.sch.uk](mailto:recruitment@abbotshill.herts.sch.uk)

Early application is advised as we reserve the right to interview and appoint at any stage in the process.

**Closing Date: Tuesday 16th July 2024 @ midday**

**Interviews will be arranged as applications are received and we reserve the right to appoint at any stage in the process.**

Abbot’s Hill is committed to inclusion and equality of opportunity for all staff. Applications are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Abbot’s Hill is committed to safeguarding and promoting the welfare of children. All posts are subject to the enhanced statutory checks. Charity No. 311053**