

Stalham High School

Brumstead Road, Stalham, Norfolk, NR12 9DG

Executive Headteacher Dr. A. Richardson
Head of School Mr. M. Budgett

Tel 01692 580281 Fax 01692 581480
Email office@stalhamhigh.co.uk
Web www.stalhamhigh.co.uk



Post Title: Personal Assistant and Office Manager (Maternity Cover)

Hours of work: Monday to Friday, 7.30am – 3.30pm

Term time plus 3

Salary: Scale F

Contract: Maternity Cover to 17th May 2019

To commence: September 2018

Stalham High School is a small rural school located approximately 15 miles from Norwich. On 1st January 2015, Stalham High School joined the North Norfolk Academy Trust as an academy. NNAT consists of Stalham High School, Sheringham High School, Gresham Village Primary and Antingham and Southrepps Primary School, and we are excited about the close relationship all four schools are developing and the benefits that will entail. You would be joining the school at an exciting time; over the last year improvement has been considerable and the school achieved a resounding Good OFSTED Inspection in September, 2017, and is firmly committed to continuing that trajectory of improvement.

The Senior Team are seeking to appoint a PA and Office Manager to take responsibility for management of the school's administrative and clerical support services.

We are seeking candidates who are highly efficient and dedicated to ensuring that administrative and clerical support services are to a very high standard so that the management of the school is supported in an effective manner. You must be highly organised, pragmatic and have the ability to prioritise and confidently deal with the sometimes uncertain nature of school administration.

An induction programme will prepare you for the role and ongoing training will be provided. School based work experience is not required, but a desire to work with young people and a strong personality are essential. This is an ideal post for a candidate with interest in pursuing a career in teaching.

Stalham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

How to apply

An application pack is available on the school website. Alternatively, contact Miss Emma James (PA to the Head of school) on 01692 583800 or email ejames@stalhamhigh.co.uk. Visits from prospective applicants are welcomed.

This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Closing date: Friday 6th July 2018

Interviews: w/c Monday 9th July 2018

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. We welcome applications regardless of age, disability, gender, ethnicity, sexual orientation, religion or belief. Only applications submitted on the school's application form will be considered

Stalham High School

Brumstead Road, Stalham, Norfolk, NR12 9DG

Executive Headteacher Dr. A. Richardson

Head of School Mr. M. Budgett

Tel 01692 580281 Fax 01692 581480

Email office@stalhamhigh.co.uk

Web www.stalhamhigh.co.uk



Your principal place of work will be Stalham High School but you may be required to work at other sites across the Trust. Throughout your employment with the North Norfolk Academy Trust, you must ensure that you are able to make the necessary travel arrangements in order for you to fulfil the requirements of your post and you must also ensure that your motor insurance provides you with cover for business use.

Stalham High School is committed to the protection and safety of its students.