

PA to the Headteacher

Position:	PA to the Headteacher
Start Date:	As soon as possible
Location:	Berkshire
Contract:	Term Time plus 2 weeks
Salary:	Level 5, SCP 13 £30,160 (pro-rata actual salary: £27,012)

“Preparing each child to be individually successful in an ever-evolving world.”

We believe that our pupils deserve the absolute best teaching every single day. We work hard to create the right environment for our administrative and support staff, which in turn benefits our children. We are at an exciting point in our journey and wish to appoint an efficient, flexible and well-organised Personal Assistant to support the Head Teacher. Excellent interpersonal skills are essential. This would be a fixed term contract for one year, with the potential to be extended.

We offer:

- Comprehensive induction package
- Excellent professional development
- A well developed, enjoyable, and relevant curriculum
- Behaviour and attitudes of pupils and staff are excellent
- Support and progression as needed
- A manageable workload

About You:

- Have outstanding organisational skills and the ability to be flexible.
- Have excellent communication skills and the confidence to communicate effectively.
- Have a proven track record in a similar role.
- Maintain confidentiality and professionalism.
- Have excellent administrative skills both written and orally.
- Have attention to detail and ability to meticulously proofread documents
- Stay calm under pressure.
- Knowledge and experience of Microsoft programmes, cloud-based software and social media.

Visits are highly recommended, if you can, please arrange a visit by contacting our HR Officer (see below).

Find out more: Contact our HR Officer at: hr@wexhamprimary.com or 01753 524 533/989 or visit our Twitter page @wexham PS, or our website: www.wexhamprimary.com

Key dates to be mindful of: Deadline for applications **Friday 9th October 2026**. Interviews will take place upon receipt of applications.

Wexham Court Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.