

GEORGE STEPHENSON HIGH SCHOOL

HEADTEACHER'S PA

APT+C Grade 8
37 hours per week

Contract Options are 52/52 (£26,470 – £29,909) OR 193 Term Time Plus (£22,211 - £25,655)

Required as soon as possible, an experienced professional to provide confidential secretarial and administrative support to the Headteacher and Senior Leadership Team at this popular and oversubscribed school.

If you are a discreet, enthusiastic and conscientious person with exceptional people and communication skills who would relish the opportunity to work in a busy environment with a varied workload, we would love to hear from you.

Please find an application form and job details on our website:-

www.gshs.org.uk/vacancies

Closing date for applications: Noon, Monday 28 January 2019. This post is subject to Enhanced DBS Disclosure.

GEORGE STEPHENSON HIGH SCHOOL
SOUTHGATE
KILLINGWORTH
NEWCASTLE UPON TYNE
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GSHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.