



Market Lane
Wells-next-the-Sea
Norfolk, NR243 1RB
Tel: 01328 710476
www.aldermanpeelhighschool.norfolk.sch.uk

POST TITLE: PA to the Principal

SCALE: F - £18068 - £19815

HOUR PER WEEK: 37 - WEEKS PER YEAR: Term time + 2 weeks

REQUIRED FOR: As soon as possible

The Wensum Trust is seeking to appoint a committed and enthusiastic colleague at Alderman Peel High School, part of the Wensum family of schools.

We are currently seeking to appoint an enthusiastic, dynamic and suitably qualified PA to the Principal.

The successful candidate will also be required to manage a small team of Reception and Finance staff and also work for other members of the school Leadership Team.

Through partnership to excellence, The Wensum Trust is committed to offering excellent professional opportunities and learning opportunities for its staff.

The Wensum Trust is committed to the protection and safety of children and expects all staff and volunteers to share this commitment. All staff appointments are subject to satisfactory references and an appropriate Enhanced DBS check.

The Wensum Trust warmly welcomes applications from all sections of the community.

Further details and application forms are available on request from:

The school website

Email: ***Sharon Page: spage6nrm@nsix.org.uk***

The closing date for applications is ***at noon on 23 February 2018***

Interviews will be held: ***2 March 2018***