

St Martin's School
Hanging Hill Lane
Hutton
Brentwood
Essex CM13 2HG
Tel: 01277 238300
NOR: 1868 including
399 sixth form students



Headteacher: Ian Smyrk

PA to Deputy Headteachers

Required as soon as possible

Full-time – 37 hours per week, 52.14 weeks per year
Monday to Thursday 8.00am to 4.00pm, Friday 8.00am to 3.30pm
Salary range: LGS Scale 8 (range 25-28)
£30,732 to £33,435 p/a
(Includes outer fringe allowance)

St Martin's School is looking for an experienced PA to provide a comprehensive, professional and confidential secretarial service to two Deputy Headteachers. The successful candidate should be highly organised, with strong administrative skills, including attention to detail.

It is our policy to only recruit staff to permanent positions via a direct application, not through an agency placement.

Application forms are available via [TES.com](https://www.tes.com) or [essexschoolsjobs.co.uk](https://www.essexschoolsjobs.co.uk)

We reserve the right to close this vacancy early upon appointment of a successful applicant.

The Local Schools Committee will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Closing date: Friday 25 November at 9am

St Martin's School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced disclosure from the Disclosure and Barring Service.