

# POSITION VACANT –

## PA TO HEADTEACHER / INCLUSION MANAGER

### HOLY TRINITY CE (A) PRIMARY SCHOOL

[www.holytrinity-cuckfield.w-sussex.sch.uk](http://www.holytrinity-cuckfield.w-sussex.sch.uk)

Personal Assistant to the  
Headteacher / Inclusion Manager  
support

**Fixed Term 1 year Contract with the  
possibility of extension**

**Term time only – 5 days a week – 37  
hours (part time hours considered)**

- POSITION SUBJECT TO HEALTH CHECK,  
REFERENCES AND COMPLETION OF  
SATISFACTORY PROBATIONARY PERIOD
- POSITION SUBJECT TO CRIMINAL RECORDS  
CHECK (CRB/DBS)

#### **WE ARE LOOKING FOR A RELIABLE, MOTIVATED AND ENTHUSIASTIC PA TO JOIN OUR FRIENDLY STAFF TEAM**

This is an exciting opportunity for a professional and motivated individual to join our team at Holy Trinity. Working closely alongside the Headteacher and Inclusion manager, you will play a vital role in the organisation, communication and administration of the school.

#### **PLEASE ACCESS APPLICATION FORM AND DETAILS VIA THE SCHOOL OFFICE OR WEBSITE**

Applications to be submitted to Mrs. A. MacGregor  
(Headteacher) **by Wednesday 13<sup>th</sup> March 2024**. Interview date:  
TBC

Rates of Pay: Annual gross salary pro-rata term time only,  
37 hours a week (part time hours will be considered)  
£19150 (pro-rated if less hours agreed)  
Grade 3.3 rising to grade 3.4 after a successful 6 month  
probation period.

