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| **Personal Assistant to the Headteacher (part time)**  **Southwark Inclusive Learning Service (SILS)**  **Dates:** Apply by 12 noon, Monday 9 November 2020  **Start date**: October 2020 or as soon as possible thereafter  **Salary:** Hay scale 6 £24,486 to £27,744 pro rata  **Location**: Southwark, South London  **Contract type**: Part Time, 4 days per week  **Contract term**: 1-year fixed term, term time only |  |

**Why choose us?**

**SILS** is an alternative education provision for students excluded from mainstream schools due to learning or social emotional mental health difficulties.

We have consistently been judged to be a ‘Good School’ by Ofsted, and our staff team are committed to the achievement of high standards and improved outcomes for our learners.

**The role**

We are at an exciting point in our journey and wish to appoint an efficient, flexible and organized Personal Assistant to support the Headteacher. The post would suit a candidate who is committed to working in a school environment with secondary aged learners.

Our ideal candidate will:

* Have outstanding organisational skills and the ability to be flexible
* Have a proven track record in a similar role
* Always maintain confidentiality and a high standard of professionalism
* Have excellent administrative skills both written and orally
* Have attention to detail for data entry and ability to work under pressure
* Have good knowledge of Microsoft Office products
* Have excellent interpersonal skills and the confidence to liaise effectively with all members of our school community: students, parents, staff and professionals

In return, we offer you the opportunity to:

* Join a happy, positive environment where hard work and success is recognised
* Access excellent professional development and support
* Work alongside a dynamic SLT and admin team, who are enthusiastic and focused
* Be part of exciting projects and opportunities ahead of us.

**Interested?** Do have a read through the job description and person specification which is available on the school's website [www.silsschools.org](http://www.silsschools.org) under Job Vacancies. Note that only applications submitted on the school's form will be considered.

**Closing date: Monday 9 November 2020, 12.00 noon**

**Interviews: Week beginning 16 November 2020**

**Enquiries: Genevieve Marsh, Business Manager on 0207 525 1668, email** [gmarsh@sils.southwark.sch.uk](mailto:gmarsh@sils.southwark.sch.uk)

**Address: SILS, 2** Davey Street, London. SE15 6LF. Tel: 0207 525 1150

*SILS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment; therefore, the successful applicant will be required to undertake an enhanced Disclosure and Barring Service Check via the DBS.*