

**AAAE5015 – PA to Headteacher and Admin Manager**

*NJC Grade 4: FTE £19,312- - £19,698 (this is subject to pro rata)*

*Permanent 37 hours per week. Term time + 2 extra weeks. 41 in total*

**CLOSING DATE: Monday 31st January at 9.00am**

The Governors of Ruskin Community High School are seeking to appoint a highly organised PA to Headteacher and Admin Manager to join the team at Ruskin.

This is an exciting new role, due to reorganisation, for someone to provide efficient administrative support to the Headteacher, Senior Leadership Team, Governors and staff. Ability to prioritise workload and produce accurate information is essential. The successful candidate will also need to be able to demonstrate experience of excellent team working skills, discretion and diplomacy.

Please see the Job Description for further information.

For an application pack and further details of this position visit the School Website at [www.ruskinhighschool.co.uk](http://www.ruskinhighschool.co.uk) or email recruitment@ruskin.cheshire.sch.uk

Application forms must be returned for the attention of Miss H Goodwin, School Business Manager. It is acceptable to send applications via email to recruitment@ruskin.cheshire.sch.uk or by post to Ruskin Community High School, Ruskin Road, Crewe, CW2 7JT.

***Please note – CVs will not be accepted.***

Ruskin Community High School is an equal opportunities employer. Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are subject to enhanced DBS checks and references.

Telephone enquiries about the post will be welcomed if applicants require any further information at any time on 01270 560514.

We will always acknowledge receipt of applications but It will not be possible to inform candidates if they have not been shortlisted.

*Please be advised that this post will be advertised on Jobsgopublic, Ruskin Website, Social Media and internally.*