



Kenmore Avenue
Harrow,
HA3 8LU

Personal Assistant to Headteacher and Senior Leadership Team Administrator

Salary range GO6 PT21: £27,198 pro rata (Actual £25,647)

To start as soon as possible • 36 hours/week • Term time only + 4 weeks

Mondays, Tuesdays, Thursdays and Fridays (8.15am to 4pm – 30 minutes Lunch)

Wednesdays (9.45am to 5.30pm – 30 minutes Lunch)

Would you like to work in a caring, happy and successful school where children come first? If so, we are looking to appoint an additional colleague to Elmgrove to start as soon as possible.

This is a great opportunity to work in a well-resourced school with dedicated professionals who enjoy providing high quality provision for all our children.

Elmgrove is a school where laughter is encouraged and all staff are valued members of the team with the simple mission of providing a rich, nurturing and high quality learning environment for all.

Elmgrove Primary School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check.

Visits to the school are warmly welcomed. Please call 020 8909 2992 to make an appointment.

Completed applications should be emailed to applications@elmgrove.harrow.sch.uk

Closing date: Ongoing, applications will be reviewed weekly

Previous applicants need not apply

An Equal Opportunities Employer