



Kenmore Avenue  
Harrow,  
HA3 8LU

**Personal Assistant to Headteacher and Senior Leadership Team Administrator**

**Salary range GO6 PT21: £31,653 pro rata (Actual salary £29,978)**

*Please note that the actual salary quoted is for a term time + 4 weeks position and would be subject to change if the number of weeks negotiated change, thereby if a term time + 3 weeks were to be negotiated then the actual salary would reduce to £29,282.*

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

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

Wednesdays (10.00am to 5.30pm – 30 minutes lunch)

We are looking for an experienced PA/Secretary to work for the Head and the Senior Leadership Team in this newly built, well-resourced school with dedicated professionals who enjoy providing high quality provision for all our children.

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.

At Elmgrove we pride ourselves on our kind, caring environment and all staff are valued members of the team with the simple mission of inspiring and nurturing lifelong learners in a 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](mailto:applications@elmgrove.harrow.sch.uk)

Closing date: 19<sup>th</sup> February 2024 12 noon  
Interviews: 22<sup>nd</sup> and 23<sup>rd</sup> February 2024

**An Equal Opportunities Employer**