



**HAYDON  
SCHOOL**

**BECOME PART OF  
A GREAT TEAM**

## **PA TO HEADTEACHER AND SENIOR LEADERSHIP TEAM**

37 hours, 41 weeks per year (term time plus additional weeks), Scale 6, Point 18,

Haydon is a large, friendly and creative school in North West London. We have been judged as outstanding by OFSTED.

### **THE ROLE:**

- Full secretarial support to Headteacher and SLT
- Effective operation of Headteacher's office
- Management of SLT's diaries
- Maintenance of policies folder
- Arrange, convene and minute formal meetings
- Arrangement of hospitalities for SLT
- Supporting Administration Services Team as needed
- Taking care of internal and external enquiries both on the telephone and in person
- Coordinate the School Calendar and produce an accessible document which includes all events. Keep this up to date throughout the year
- Arrange student and staff disciplinary/appeal hearings as required, clerk and minute meetings
- Support SLT organised events such as end of term events and Open Evenings, leading on and preparing these as required

### **REQUIREMENTS:**

- Excellent communication and interpersonal skills
- Computer literate and confident with Excel, Word and PowerPoint
- Knowledge of SIMS would be an advantage.
- Able to work independently
- Adaptable, reliable and organised.
- Confidentiality

### **ABOUT YOU:**

At Haydon School we really value people who work well in a team, are self-starters and enthusiastic.

### **TO FIND OUT WHY WE'RE SO PROUD OF HAYDON SCHOOL AND LEARN MORE ABOUT THIS ROLE:**

Visit our website now [www.haydonschool.com](http://www.haydonschool.com)  
or check us out on twitter @HaydonSchool

### **HOW TO APPLY:**

An application form can be found on our website under 'Recruitment' and 'Vacancies'. Applications and covering letter should be sent to: [gmcraulife.312@igfmail.org](mailto:gmcraulife.312@igfmail.org)

Please note CVs will not be accepted.

We reserve the right to interview on application.

### **MORE INFORMATION:**

If you would like to discuss the post or require further information, please contact Beyhan Ercan:  
[bercanrazvi.312@igfmail.org](mailto:bercanrazvi.312@igfmail.org)

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Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

ACHIEVING

**INDIVIDUAL EXCELLENCE**

IN A CARING COMMUNITY