CLICK HERE TO **APPLY**

PA to Headteacher and SLT

Term-time plus 5 days, 37 hours per week/39 weeks per year
Scale 6, Point 18 - Pro-rata £31,059 (FTE £35,520.00)

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

The Role:

- Providing an efficient and accurate PA support service for the Headteacher
- To provide PA support to other members of the SLT as required
- Liaising with Governors and the Clerk to the Governing Body as requested by the Headteacher
- Coordination of student appeals including collation of paperwork and minuting the appeal meeting as required
- Coordination of complaints procedure maintaining full and accurate records of complaints and responses. This will include providing initial response to complainants regarding receipt of the complaint; liaising with the Headteacher regarding any investigations and ensuring the response is sent and filed. Producing an annual summary report for the Headteacher
- Taking care of internal and external enquiries both on the telephone and in person
- To manage meetings, producing minutes and agendas, communicating with staff and maintaining effective records
- To organise the diary and appointments for the Headteacher and other members of SLT as required

About you:

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

Requirements:

- Excellent communication and interpersonal skills
- High personal and professional standards
- Able to work independently.
- Adaptable, reliable and organised.

How to apply:

Please click on 'Click Here To Apply' button for our application form.

Applications and covering letter should be sent to: hr@haydonschool.com by 03.00 p.m. Monday, 09 November 2026.

Please note: CVs will not be accepted. We reserve the right to interview on application.

More info:

If you would like to discuss the post or require further information, please contact Beyhan Ercan: bercan@haydonschool.com

Achieving individual excellence in a caring community