



Personal Assistant to the Principal and Clerk to Governors

Scale SO1 **Spinal point** 23-25 (£32,301 - £33,474)

Start Date: as soon as possible

Ernest Bevin College is seeking a reliable and proactive Personal Assistant to the Principal and Clerk to Governors to support the Principal and Governing Body with diplomacy and discretion.

The successful candidate will be proficient in Microsoft Office and have exceptional organisational skills. (S)He will have an eye for detail and be able to demonstrate an ability to keep calm under pressure and prioritise tasks in a busy school environment.

Ernest Bevin College is a vibrant school full of young, enthusiastic boys who want to succeed. It is a school where the staff are dedicated to giving each and every student the education that opens doors to any path they wish to tread in the future.

The college is based in Tooting, SW London, close to good transport links. It has fantastic facilities including a swimming pool, fitness studio which are used by students, staff and the community.

An information pack, including a Job Description and Person Specification can be downloaded from the college website: ernestbevin.london

or Email: recruitment@ernestbevin.london

Closing date: Wednesday 21st April at 12noon

Interviews: *We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible. Interviews will be before 30st April.*

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

Please note that we do not accept CVs.

Ernest Bevin College Beechcroft Road, Tooting, London, SW17 7DF

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