



CLAREMONT HIGH SCHOOL ACADEMY

Pastoral Support Assistant

35 hours per week term time plus 10 days SP 6 Point 26 + allowance

(£23,998 per annum) pro rata £20910.74

12 Months Fixed Term Contract Initially

The successful person must have practical experience and knowledge of data input, appropriate software programmes and very good IT skills, together with a minimum of 5 GCSE's including English and Maths.

The successful person must be hardworking, highly organised and methodical, with excellent attention given to detail. The ability to support data input and management, HR, senior staff and prioritise a busy workload is essential in this large organisation. You will also be working with a wide range of pupils with varying attitudes to behaviour and learning and be expected to meet deadlines efficiently whilst dealing with interruptions.

For this post you will be dealing with a variety of people at all levels, so you must be an effective communicator, with strong interpersonal skills and a willingness to work as part of a team and the flexibility to work after school.

To apply:

All application forms and post details can be found on our website:

www.claremont-high.org.uk.

All applicants must:

1. Complete the school's application form.
2. Submit a written personal statement (not more than 2 sides of A4) detailing how your experience, qualifications and skills meet the requirements of the role you are applying for.

Please send applications by email or post to:

Daxa Panchal
Claremont High School Academy,
Claremont Avenue,
Kenton, Harrow, Middlesex, HA3 0UH
Tel: 0208 204 4442
Email: daxa.panchal@claremont-high.org.uk

Closing date: 12 noon Wednesday 28th of June 2017

Claremont High School Academy is committed to safeguarding and promoting welfare of children, and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and Disclosures and Barring Service checks.



HEADTEACHER: F.T. Molloy

CLAREMONT AVENUE, KENTON, HARROW, HA3 0UH

TEL: 020 8204 4442 **FAX:** 020 8204 3548 **EMAIL:** admin@claremont-high.org.uk www.claremont-high.org.uk

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