**PA to Headteacher / Deputy Headteachers**37 hours per week, term time only**(plus 20 days)**Salary Range: Grade 7 SCP 26 - 31, dependent on experience

We wish to appoint a professional experienced school / business PA to become a key member of our college. You should have proven and up to date IT skills, be able to work on your own initiative, be well organised and highly motivated.  You will need to demonstrate confidentiality at all times and be experienced on a wide range of school/ business administrative duties.

The successful applicant will have:

* Significant PA experience within a school environment / business environment
* Ability to present yourself and communicate in a professional manner
* Ability to deal with sensitive information with tact and discretion
* Advanced skills with the MS Office programs
* (Desirable) Previously worked within a school setting
* (Desirable) HR administration experience
* (Desirable) Experience of using SIMS (School Information Management System)

**Closing date for applications: Tuesday 5 March 9.00am**If you are interested in the post, to avoid disappointment, please apply as soon as possible.  We withhold the right to withdraw the advert as soon as enough suitable applications are received.

For an application form and job description, please visit our website link <http://unity-college.com/wpunity/?page_id=177>

Please return completed application forms to Mrs S Cryer Headteacher s.cryer@unity.lancs.sch.uk