



June 2026

Dear Candidate

Executive Assistant to Headteacher & Senior Leadership Team

Permanent with effect from 1 September 2026

37 hours per week, 41 weeks pa (ie full-time term-time plus 15 days)

Grade E, scp 16 to 22:- £31,525 to £34,811 (full time equivalent)

£28,254 to £31,199 (approximate actual salary range)

Thank you for your interest in this vacancy at Teign School. Teign School is proudly part of Education South West- a Multi Academy Trust that was formed on 1st January 2017 through the merger of two existing Multi Academy Trusts, Academies South West and Templer Academy Schools Trust. The founding schools are all in South Devon, and are a mix of primary, all-through and secondary schools.

At Teign we are committed to ensuring that we grow academically successful, aspirational, brilliant and resilient young adults who are equipped with the qualifications, skills and personal attributes to lead happy and fulfilling lives.

Teign is a vibrant, comprehensive community with staff placing student progress and success at the heart of everything we do. We embrace and grow a love of learning for our students through innovation, creativity and an excellent environment for achieving their personal aspirations. We understand the importance of community at Teign and work in partnership with parents, local schools and businesses to ensure that every student takes full advantage of the fabulous opportunities that the school and our multi-academy trust offers, both within the classroom and beyond.

At Teign we set high expectations of all our students and have a school culture of supporting one another in order to grow the 'best' mind-set in our children and to prepare them for the world after school. This is achieved through the delivery of a broad and balanced curriculum with students learning how to work collaboratively as part of a team and develop the leadership skills necessary to contribute positively to our society.

If you have a genuine desire to do the best for young people, then we would welcome your application. The school is committed to safeguarding pupils and personnel, and will conduct checks based on the information in your application. If you are selected for interview, safeguarding will feature in the interview programme.

Details of the post are available on Teign School's website via [Vacancies - Teign School](#), and if you have any queries or would like to visit the school and department, please feel free to email Miss Atkinson, Headteacher's PA - ruth.atkinson@teignschool.org.uk. Applications must be made by submission of the My New Term application form on [Vacancies - Teign School](#). The closing date for applications is **Friday 3 July 2026 (5pm)** with interviews to take place on **Wednesday 8 July 2026**.

Yours faithfully

Lucie Wagner, Headteacher



Lucie Wagner, Headteacher
Chudleigh Road, Kingsteignton, Newton Abbot, Devon TQ12 3JG

ESW: working together so that children can lead great lives
www.educationsouthwest.org.uk



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