

# Colnbrook C. of E. Primary School

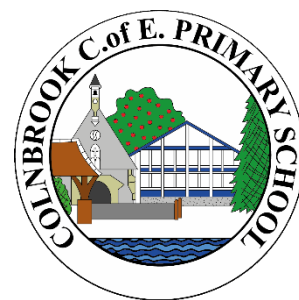
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Website: [www.colnbrookprimary.com](http://www.colnbrookprimary.com)

Headteacher: Mr Tom Brunson B.A.(Hons), NPQH



## Personal Assistant to the Headteacher

**A permanent contract commencing July or September 2026, or earlier to allow a handover with the current post holder.**

**Salary scale: Level 5, scale point 14-23, (FTE incl. London weighting £30,636 - £35,530)**

**Term time only, plus INSET days.**

**37.5 hours per week: Mon to Fri, 7:30am - 4:00pm** *(some negotiation possible)*

We are seeking a highly organised and professional PA to the Headteacher to provide administrative support to the headteacher, senior leadership team and wider school. This pivotal role involves managing the Headteacher's and school diary, managing correspondence, supporting meetings, liaising with external partners, and acting as a key point of contact for staff and parents. They will be willing to become fully involved in the life of our small one form entry school and work alongside colleagues to ensure the smooth and efficient running of the school.

### We would like someone to join our team who:

- Models and promotes our school's Christian values;
- Is highly organised and adaptable, with a 'can-do' attitude;
- Has an ability to foster effective relationships with pupils, parents, staff and stakeholders;
- Can ensure that the headteacher is fully supported, including in confidential matters;
- Has an eye for detail and is able to work efficiently in a fast-paced environment;
- Has prior experience of being a personal assistant or has office admin experience;
- Is an outstanding team player with excellent communication skills;

### We can offer:

- A small, friendly team, with support from the multi-academy trust;
- Tailored CPD and opportunities to develop your career across the Trust;
- A mindful approach to workload;
- A well-resourced and forward-looking school;
- A supportive leadership team.

Our website has a wealth of useful information, as well as a short video that gives a flavour of our school. Visit [www.colnbrookprimary.com](http://www.colnbrookprimary.com) to find out more. Applications should be made through My New Term.

**Closing date: 9am, Monday, 1<sup>st</sup> June 2026.**

**Early applications encouraged. Interviews will be arranged on receipt of suitable applications.**

***Colnbrook Primary School is committed to Safeguarding and protecting the welfare of children and young people and we expect that our staff share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service.***