



The
Chalfonts
Community
College

Success is an Attitude!

Principal:
Caroline Whitehead

We are a happy, successful, and aspirational community, both today and tomorrow.

Required from June 2024 PA to the Principal

**Salary Range: £30,000 to £32,000 per annum (actual)
37 hours per week, 52 weeks per year**

The Principal is looking for an efficient and effective PA. They will be a key member of staff and must enjoy working in a fast-paced, dynamic and student centred environment. The successful applicant will be responsible for providing a confidential, efficient and professional administrative support service to the Principal.

The successful candidate will be well qualified to deliver exceptional levels of customer service and will be required to screen, deal with and respond to concerns and sometimes complex queries from parents, visitors and colleagues. The role includes HR administration to support the recruitment of new staff and associated HR processes. The post-holder will have access to and be responsible for sensitive information and documentation. They will operate in a positive and proactive way demonstrating a high level of initiative, competence and adaptability across all areas of the school's activities.

Closing date: midday Monday 13 May

We reserve the right to close the vacancy early if sufficient suitable applications are received.

All enquires please contact – Mr Grant Wolpert, Director of Finance and Operations,
The Chalfonts Community College, Narcot Lane, Chalfont St Peter, Bucks SL9 8TP.
Tel: 01753 882032 e-mail: grantwolpert@chalfonts.org

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS check which will include a barred list check will be undertaken for the successful applicant and a certificate of good conduct may be required. Please note that The Chalfonts Community College is not a registered UK Visa Sponsorship institution and therefore cannot accept or applicants requiring sponsorship.

Please visit our website at www.chalfonts.org | Join us on Twitter @CCChalfonts

"Pupils are proud that their school is inclusive. Leaders promote a culture of understanding and acceptance. Pupils from a broad range of backgrounds and cultures are equally welcome here." Ofsted (2022)

