

Sutton Valence School
Sutton Valence
Kent
ME17 3HL
www.svs.org.uk



Headmaster's PA

The Headmaster's Personal Assistant will be immediately responsible to the Headmaster. The successful candidate will also work closely with the HR Manager, Admissions Department and staff in the Marketing and Development Offices, and will liaise on a regular basis with the Deputy Head, Academic Deputy and Assistant Heads, especially during the Headmaster's absence from School.

The office is a particularly busy one and the successful applicant must be prepared to work under pressure to maintain an atmosphere of friendly, courteous and good humoured efficiency. The Headmaster has an extremely full programme and heavy workload and needs a certain amount of judicious 'protection'. The nature of the post entails high levels of confidentiality and public relations skills, to ensure the office of the Headmaster is recognised as the key component in the successful management of Sutton Valence School.

Further details, including an electronic copy of the application form, are available on the School website: www.svs.org.uk

Closing date for applications: Wednesday 7th October 2020

Sutton Valence School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Sutton Valence School

A member of The United Westminster and Grey Coat Foundation
Founded in 1576 by William Lambe