



Steyning Grammar School and Sixth Form College

Day and Boarding

Headteacher: Nick Wergan

email: sgs@sgs.uk.net

www.sgs.uk.net

Upper School & Sixth Form College

Shooting Field, Steyning,
West Sussex, BN44 3RX

Main School: 01903 814555

Sixth Form College: 01903 810526

Lower School

Church Street, Steyning,
West Sussex, BN44 3LB

01903 814786

SGS Boarding

Church Street, Steyning,
West Sussex, BN44 3LB

01903 817601

sgsboarding@sgs.uk.net

Dear Applicant

May 2017

Post of Headteacher's Personal Assistant

Thank you for your interest in the above position at Steyning Grammar School.

The School

This is an exciting opportunity to join one of the largest, most complex and vibrant schools in the UK. We are a rural, mixed 11 – 18, split site comprehensive school with 1969 on roll including over 500 in the 6th Form College having an intake in both Year 7 and Year 9. We are also a state boarding school offering 121 boarding places. From September 2017, we will be opening a further Key Stage 3 site at Rock Road in Storrington.

Steyning Grammar School is a unique successful and dynamic learning community with our 'Journey to Excellence' built on traditions of excellence and highest expectations, combined with a commitment to innovating and new thinking – supporting our students in being the best they can be in preparing them for their exciting futures.

The Post

We are looking to appoint a senior administrator to provide a confidential, efficient and high calibre service to the Headteacher in all matters.

The successful applicant will be required to work 37 hours per week, term-time only with an additional 3 weeks over the academic year (to include exam results days). The salary is based on Grade 8, Points 27 - 30 (£24174 - £26822 per annum pro rata) which equates to £12.53 - £13.90 per hour, £14.04 - £15.58 inclusive of holiday pay (approximate starting salary £21384 per annum pro rata).

West Sussex County Council also operates a pension scheme into which the school contributes on behalf of all members of staff who elect to join the scheme.

Steyning Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred lists check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring



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Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

If you would like to apply for this position, please complete a WSCC application form (located on the school website – www.sgs.uk.net) and provide a two-page letter of application on the following:

“How can you evidence the skill set required to be a successful PA and how can you support the Headteacher to ensure that he is successful in his role?”

Please send your application documents, electronically as our first preference, to tjeffrey@sgs.uk.net or by post to Terri Jeffrey at the above address by **9.00 am Monday 5 June 2017**. Please note we have provisionally allocated Monday 12 June 2017 for the interview date.

As part of our internal safeguarding process, we also require a full and complete CV, spanning the time from when you left school up to the present time.

Please note that two references are required for all candidates, one of whom must be your current or most recent significant employer. Please note that if you do not wish a referee to be contacted prior to interview it is important that you indicate this alongside the referee's details on the application form.

I regret that I am unable to acknowledge receipt of your application unless you enclose a stamped addressed envelope. I will only contact you again if your name appears on our short list.

Yours faithfully

Mrs J Burroughs
Business Manager