*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

***“Striving for Excellence”***

**PRINCIPAL’S PA / HEAD OF ADMINISTRATION**

**Required as soon as possible**

Scale 11 Point 33-35 £38,883 - £40,869 per annum

Shirley High School is a proud multicultural school with an established reputation of integrity and excellence.  Our school is at the heart of a vibrant and diverse community, with over 1000 students benefiting from our fabulous site and leafy surroundings.  Along with our clear values and ethos this helps to create a positive learning environment for both students and staff.  We also benefit from excellent transport links to London and the surrounding areas plus an onsite gym and ample free parking.

We have high expectations in all we do and believe that all our students can be the best in the world at whatever they decide to pursue through their hard work, determination, leadership and compassion.  We strive for excellence through our broad curriculum and our wide range of extra-curricular opportunities whilst also ensuring that both students and staff are developed both in and out of the classroom.

We are currently looking for a dynamic and motivated member of staff that has passion and enthusiasm for delivering outstanding admin support within a school.

**We are looking for someone who:**

* Has two years’ experience relevant to the position;
* Can carry out all aspects of the role to a high standard;
* Has the ability to work effectively in a team;
* Can demonstrate their ability to work using their initiative;
* Is able to work effectively to deadlines and produce high-quality results;
* Demonstrates excellent organisational and planning skills.

**We offer excellent working conditions with key benefits that include:**

* Cycle to Work scheme;
* Significant departmental investment;
* Staff Mentoring;
* Staff car park on site;
* Fitness Suite;
* A strong focus on the professional development of all staff within our school;
* A staff wellbeing programme.

Should you genuinely believe you have the skills to perform this role to the highest possible standards and are truly passionate about joining us on our journey then we would be delighted to hear from you.  Please contact us to arrange a tour of the school or speak with our new Principal.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. More information can be downloaded from our website [www.shirley.croydon.sch.uk](http://www.shirley.croydon.sch.uk)

Full details/application form available from: [www.shirley.croydon.sch.uk](http://www.shirley.croydon.sch.uk). Completed application forms can be sent via email to: [office@shirley.croydon.sch.uk](mailto:officer@shirley.croydon.sch.uk)

Closing date: Monday 25 October 2021

Interviews will take place on: Thursday 28 October 2021

**SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE**

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Tel: 020 8656 9755

Web: www.shirley.croydon.sch.uk

Email: [office@shirley.croydon.sch.uk](mailto:office@shirley.croydon.sch.uk)

Principal: Mr T Myton

Shirley High School is a company limited by guarantee and registered in England and Wales. Company No. 7837778. Registered Office: Shirley High School, Shirley Church Road, Shirley, Croydon, CR0 5EF