



### Contact Us

A full application pack is available on the vacancies page of the school website or alternatively directly from: Mrs T Brown

E-Mail: [tbrown@hagleyrc.worcs.sch.uk](mailto:tbrown@hagleyrc.worcs.sch.uk)

Phone - 01562 883193

Online - [www.hagleyrc.worcs.sch.uk](http://www.hagleyrc.worcs.sch.uk)

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact Mrs Tracey Brown, Business Manager by email [tbrown@hagleyrc.worcs.sch.uk](mailto:tbrown@hagleyrc.worcs.sch.uk)

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ

# We are recruiting for a Temporary Principal's Personal Assistant

## Required To Start As Soon As Possible

Grade: Emmaus Grade 7, SCP 18-23

Hours: 37 hours per week, Term Time Only (40 weeks), which includes 5 teacher training days and one week in the Summer Holidays

Salary: £22,216 - £24,670 Actual Pro Rata Salary

This post is a temporary role until July 2022

Principal – Mr J Hodgson

Hagley Catholic High School is a member of the Emmaus Catholic Multi Academy Company of Schools and is looking to recruit a friendly, approachable, enthusiastic and experienced Principal's Personal Assistant (PA) to act as the first point of contact for the Principal and all such matters associated with the Principal's role, using discretion and professionalism, and ensuring all staff, visitors and callers receive a professional response and are dealt with by the appropriate person.

Please refer to the job description and person specification for further details.

We welcome applications from both Catholics and non-Catholics but expect all employees to support the Catholic ethos and values of the school.

**Closing Date: 9am on 3<sup>rd</sup> December**

**Date of Interviews: TBC**

*Hagley Catholic High School is a part of the Emmaus Catholic MAC which is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.*

*All applicants must be able to provide documentation to prove their right to work in the UK.*



**HAGLEY CATHOLIC  
HIGH SCHOOL**  
SEMPER FIDELIS