



Wakefield Grammar School Foundation

Head's Personal Assistant

Salary range £24,330 pa (£27,624 FTE) -
£28,385 pa (£32,228 FTE)

Wakefield Grammar School Foundation is one of the country's leading families of single-sex independent day schools. Girls and boys join the Foundation from age 3 at the newly opened Wakefield Grammar Pre-Preparatory School, and then from age 7 at either Wakefield Girls' High School or Queen Elizabeth Grammar School (QEGS) for boys.

QEGS is looking to appoint a skilled, experienced and highly professional Personal Assistant to provide outstanding support to our Head. This is a key appointment and is an exciting opportunity to join our School and the Foundation.

As Personal Assistant you will act as a first line of contact for the Head and offer support in a PA, secretarial and logistical capacity, maintaining the utmost discretion in all confidential matters. You can expect to have a challenging, interesting and varied role in our friendly school and wider community.

You should have a proven track record of successful support to a senior manager. It is essential that you demonstrate a co-operative, reliable, customer responsive attitude with a 'can do' approach with excellent communication. You should be able to exercise professional judgment, and use your initiative in your support of the Head. An excellent understanding and experience of packages such as Google Docs, MS Word/Excel is necessary.

If you want to join our school we can offer:

- A competitive salary and pay progression
- A generous pension scheme for support staff
- Access to professional development opportunities
- Eligibility for a discount on school fees for children at Foundation schools
- A 24 hour free Employee Assistance Programme
- Subsidised lunches (during term time) and free car parking
- Competitive terms and conditions of employment

This post is available from September 2022 or as soon as possible after. This is a full time post of 37.5 hours per week, term time only, including INSET, plus 4 weeks during the school holiday period. The normal working hours are from 8.00 am to 4.30 pm with a one hour unpaid lunch break.

As part of our commitment to safeguarding and promoting the welfare of children, the successful candidate will be required to undertake an Enhanced Disclosure and Barring Check.

Further details and an application form can be obtained from the recruitment section of our website www.wgsf.org.uk or by emailing the HR Department at jobs@wgsf.net

Applications by CV cannot be accepted.

Closing date for applications: 9.00 am on Monday 18th July 2022



Wakefield Grammar
School Foundation

wgsf.org.uk

@QEGSYorkshire @WGHSYorkshire