



**Coventry School Foundation**  
15, Queens Road, Coventry, CV1 3EG  
**Telephone 02476 271300**  
HR@csfoundation.org.uk  
[www.coventryschoolfoundation.org](http://www.coventryschoolfoundation.org)



**Heads Personal Assistant – Coventry School Foundation - Bablake site**  
**Fixed Term Contract – July 2022**  
**Grade 4 £17,944 - £21,946**  
**35 hours per week all year round**

*The Bablake and King Henry VIII schools have proudly served Coventry and the wider region for over 1,150 years combined. Throughout our history our schools have thrived by adapting to circumstances while staying true to our mission to provide a first-class, affordable independent education for the children of Coventry and beyond. The creation of the new Bablake King Henry School is the next chapter in that proud history. By creating dedicated age-specific sites under a single leadership we will provide more choice and opportunity to every child. The transition to a single school with our senior site at Bablake and our prep site at King Henry VIII is planned to happen over two academic years starting in September 2021.*

Based at Bablake senior school you will support the Head in the effective running and management of the Head's office through the provision of a comprehensive secretarial and administrative service including diary and correspondence management and interaction with staff, pupils, parents and visitors. Whilst predominantly working for the senior school Head you will also provide support as required to the Head of Bablake Junior School. Duties are varied but will include being a point of contact for staff, pupils and parents wishing to engage with the Head, using judgement and initiative to ensure the Head's time is effectively prioritised, supporting the Head in preparing for meetings and events and acting as a project or event manager for pieces of work. You will also form part of the overall administration resource pool at the Schools and undertake duties as requested by the School Business Manager. You will have experience of working as a PA / Secretary and have highly effective written and verbal communication skills with the ability to compose letters and other documents independently. You will be fully computer literate in Microsoft office and have a meticulous level of accuracy and attention to detail. The ability to work with discretion at all times is paramount along with the ability to approach all matters with integrity, sensitivity and diplomacy. You will have good time management skills with the ability to work under pressure and prioritise as necessary and be able to work on several issues concurrently and cope with a significant level of interruption and reprioritisation

Appointment salary will be commensurate with qualifications and experience.

The Coventry School Foundation is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community, from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements to enable you to participate fully in the recruitment process.



Coventry School Foundation is a registered charity (charity number: 528961) with a corporate trustee, Coventry School Trustee Limited, a company limited by guarantee registered in England and Wales under company number 10138291, whose registered office is at 15 Queens Road, Coventry CV1 3EG

The Coventry School Foundation is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service and overseas police check if necessary. Candidates from overseas must provide information about their past conduct, for example, by providing documents issued by overseas teaching authorities.

All enquiries and applications, consisting of a covering letter and completed application form, including contact details of two referees, should be emailed to [hr@csfoundation.org.uk](mailto:hr@csfoundation.org.uk).

Closing date: 9:00am on Thursday 1 April 2021. Interviews will take place after the Easter Bank holidays. Applications will be considered as they are received up until the closing date. Early applications are encouraged.



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