



PA to Executive Head and Admin/Office

The Ethos of Breaside School is to provide high quality all round education. We are a top independent school, which aims to foster a caring atmosphere in which pupils and teachers are aware of and are sympathetic to the needs of others. Join our driven, friendly administration team.

The opportunity

This varied role requires delivery of effective, frontline reception support to the school office. Also, provides secretarial, clerical and administrative support to the Headteacher (as PA), Business Manager and SLT as well as other members of staff.

Who are you?

We are looking for someone with excellent communication and prioritisation skills, a good knowledge of IT and the ability to work independently and as part of a team. Previous experience within a school would be an advantage.

If you would like to be part of an extraordinary team of people, working together to make our school the best we can be - we would love to hear from you.

Remuneration

- Competitive salary depending upon qualifications and experience
- Free daily hot lunches provided in the School dining hall, including vegetarian options. Coffee and tea supplied throughout the day
- Free parking on site (subject to availability)
- Contributory pension scheme
- School fee discount
- Professional Development

To apply

Completed application forms can be submitted electronically to info@breaside.co.uk or by post and marked for the attention of Mrs K Nicholson, Executive Principal. All candidates are required to submit a completed application form – CV's will not be accepted.

Address: Breaside Preparatory School, 41-43 Orchard Road, Bromley, BR1 2PR