



PA to Head of Junior School and Office Manager

Full Time, Term Time plus 20 days during school holidays

Required from April / May 2024

Full time equivalent salary: £37,5000 to £42,000 per annum depending on qualifications and experience

Actual Salary: £39,116 to £43,810 per annum for working 42.5 hours per week for 35 weeks per year plus twenty days during school holidays.

This is a unique opportunity for an enthusiastic, dynamic, flexible, organised and forward-thinking person to join JAGS Junior School as PA to the Head of Junior School and Office Manager.

The successful candidate will be a Personal Assistant to the Head of Junior School and will maintain the efficient running of the Prep Office and ensure excellent communication. The successful candidate will be highly computer literate, organised and an outstanding communicator.

We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension scheme with 10% employer contributions
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School provides a forward-thinking and contemporary education for over 1100 girls aged 4 to 18. Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusion in the workplace.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community

- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

If this matches your vision, then this is the perfect opportunity for you.

How to apply

We recognise that celebrating the full diversity of staff and students has a positive impact on all and invite applications from candidates from a broad range of backgrounds. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

Please visit our website www.jags.org.uk/day-to-day/vacancies to download a JAGS application form and candidate pack.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or telephone the Recruitment team on 020 8693 1181.

Closing date : Midday on Friday 21 March 2024

Interviews : Wednesday 27 March 2024

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS 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 and regulatory authorities where relevant.