



Brackenhill Primary School
Dracup Road, Bradford, BD7 4HA

The school was graded "Good Overall" by Ofsted in July 2019

**Personal Assistant to the Headteacher
and Senior Leadership Team**

37 hours per week - Term time only plus 2 weeks
Temporary in the first instance
Band 6 (Scale points 6-11)
To commence asap

We are looking for someone with:

- strong organisational skills
- excellent time management and the ability to prioritise work
- the ability to work with highly confidential and sensitive issues in a highly professional manner
- the ability to work under pressure and maintain a sense of humour
- effective ICT skills
- an excellent command of written and spoken English
- caring and sensitive nature
- willing to undertake first aid and fire marshal training

Applicants must have a full, clean driving licence

We can offer you:

- Friendly and enthusiastic children who are keen to learn
- Training and support
- Hardworking, supportive and welcoming colleagues who are committed to school improvement
- The chance to further your career and professional development through wide ranging CPD.
- A school that is proud of the diverse community which it serves

Closing date: 24th April at 12noon

All completed applications should be sent to Sobia.mir@brackenhillprimary.co.uk

We encourage pre-application visits to the school, please email Sobia Mir to arrange a visit. Please note the school will be closed from the 3rd April 2023 to 14th April 2023 for the Easter Holidays, email responses will be sent from Monday 17th April 2023.

**Brackenhill Primary School is committed to safeguarding and promoting the welfare of children.
All posts are subject to satisfactory vetting checks including an enhanced DBS check.**