



Personal Assistant to the Headteacher and Office Manager

**GLPC PO1 Points 27 – 30 (£33,325 - £35,750)
Term Time Only: pro-rata starting salary approx. £28,750**

**Rokeby School
A Mathematics and Languages School
London Borough of Newham**

Headteacher: Ms Charlotte Robinson

We are looking for an intelligent and committed Personal Assistant and Office Manager to join our pleasant and helpful support staff team to start as soon as possible, working term time only. You should be well-organised, resourceful, articulate and presentable. Experience of working as a personal assistant and managing staff would be an advantage, but qualities such as foresight, discretion, trustworthiness and good interpersonal skills are equally important.

At Rokeby it is our aim to get the best out of every student, because of this we put teaching and learning at the centre of all aspects of our work. Our vision is based upon clear and concise values: Respect, Success, Passion for Learning, Personal Challenge and Harmony. In working towards instilling these values in every student we strive to provide a safe, healthy, stimulating and exciting environment for all. Our students are our greatest asset. They are motivated, articulate young men who deserve the best that we can offer them.

We are keen to appoint dedicated colleagues who are eager to support our students to achieve in all aspects of their school life and who want to be key contributors to our school's success.

The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will need a full DBS (Disclosure and Barring Service) check, which can be applied for once a job offer is made.

**Further details and an application form can be downloaded from the website
<https://rokeby.newham.sch.uk/about-us/vacancies/>**

Applications must be received by 9am on Monday 20th September 2021.

Applications will be considered as they are received, so early applications are encouraged, and interviews will take place on a rolling basis.