

### **Personal Assistant to the Director of Education**

We would welcome applications from highly skilled, well organised, resilient and reliable Personal Assistants. This is a complex and fascinating administrative role, which would suit an experienced PA with an interest in Church school education. It involves working with the Director of Education to support Church of England schools and trusts, whilst also serving the Diocesan Board of Education, the DBE Staff Team and our Diocesan Schools Consultants. It affords the opportunity to work from home sometimes, but otherwise to be based at our offices in Northampton, particularly on days when courses and meetings of the Board and its committees are taking place.

The Diocesan Board of Education is committed to safeguarding and promoting the welfare of children and young people. Staff are subject to an enhanced DBS (Disclosure and Barring Service) check.

**Salary:** £35,000

**Pension:** 10% non-contributory pension payment per annum

**Contract Type:** Full-time, 40 hours per week, or a part-time job share, 20 hours per week; applicants seeking a school term time contract, plus three additional weeks in school holidays, pro rata, would also be considered for this position

**Contract term:** Permanent

**For an application form and further details**, please download the documents from our diocesan website <https://www.peterborough-diocese.org.uk>.

**Closing date and time for applications:** Wednesday 1<sup>st</sup> October 11.00am

**Interview date and time:** Monday 6<sup>th</sup> October 8.30am – 4.30pm

Completed applications should be addressed to and sent by:

- email to [peter.cantley@peterborough-diocese.org.uk](mailto:peter.cantley@peterborough-diocese.org.uk)
- post to Mr Peter Cantley, Director of Education, Diocesan Board of Education, Bouverie Court, The Lakes, Bedford Road, Northampton, NN4 7YD