



The Joseph Whitaker School
An Academy and Specialist Sports and Performing Arts College
Warsop Lane, Rainworth, Nottinghamshire, NG21 0AG.
Telephone: 01623 792327
Be Outstanding.



PA to the Headteacher
Office Manager, HR and Marketing
Scale 6 AYR

Required from February 2020

The Joseph Whitaker School is a popular oversubscribed school of 1300 students with attainment levels above the national average at both GCSE and post 16. At our last inspection in March 2019, the school was judged as being "good".

The Governors are seeking to appoint a PA to the Headteacher with the ability to lead the main office and have shared oversight of HR and marketing. The person appointed will be an excellent ambassador for the school as well as providing very effective and efficient administration for the Headteacher.

For details and an application form please contact recruitment@emet.academy

Candidates are more than welcome to visit the school at any time and/or please view our school website josephwhitaker.org.

The closing date for applications is Wednesday 29 January at noon.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the CRB.