



Parr Lane, Unsworth, Bury BL9 8LP
Tel: 0161 796 9820 Fax: 0161 796 3380 email: castlebrook@bury.gov.uk
Web: www.castlebrookhighschool.co.uk

Academy Principal: Mrs S. Armstrong BA (Hons), NPQH

Advert - PA to the Academy Principal

Mission Statement:

To work together to inspire and challenge our learners to achieve excellence

This mission statement is summed up in our motto:-

INSPIRE, CHALLENGE, EXCEL

Vision: OUTSTANDING IN EVERYTHING WE DO

Our Values: RESPECT, PRIDE, AMBITION

Pay Scale – Grade 9 £23,866 to £26,470 (Pro Rata)

Conditions of Employment: 37 hours per week, term time plus two additional week

The Academy Council of Castlebrook High School are looking to recruit a highly skilled individual to join the school as PA to the Academy Principal. This is an exciting opportunity to join our vibrant school on its improvement journey.

The successful applicant will support the Principal with PA and HR functions. They will be able to demonstrate a strong work ethic and will have a flexible approach to the tasks they undertake. The position will be ideally suited to someone with previous experience as a PA or Human Resources administrator. The successful applicant will be able to demonstrate a methodical approach and an excellent attention to detail. The ability to work well under pressure is a necessity.

Castlebrook is a busy 11-16 establishment. The school became part of the Shaw Education Trust in February 2017 and is on a rapid improvement journey. The school moves to an amazing, purpose built school in April 2019 which will enable us to provide the very best teaching and learning opportunities within a bright, modern facility. The school is located in extensive grounds and provides a great place to work.

Situated in the Unsworth district of Bury, the school benefits from easy access from Manchester City Centre and across the region by car, train, metro and bus and is located just a two-minute drive from Junction 17 off the M60.

If you feel you have the skills required we look forward to hearing from you. If you would like to find out more about the position please contact Mrs Helen Cusick, the Business Manager.

Closing Date for Applications 9am on Monday 16th July 2018

Interviews to be held on Wednesday 18th July 2018

The school is committed to the safeguarding and wellbeing of learners and all staff must share this commitment. The successful candidate will be required to undergo appropriate screening including an Enhanced DBS checks.

The school is committed to the ongoing professional development of all its employees.

Should you wish to apply, please return your completed application to Mrs S. Armstrong, Academy Principal at castlebrook@bury.gov.uk. Further details and application forms are downloadable from this website.