

London Borough of Sutton  
Sixth Form: 224  
Students on roll: 1154



**THE JOHN FISHER SCHOOL**  
**PEAKS HILL, PURLEY, SURREY, CR8 3YP**  
**Tel: 020 8660 4555**  
Email: [Johnfisherschool@johnfisherschool.org](mailto:Johnfisherschool@johnfisherschool.org)

## **Headteacher's PA/Office Manager**

**Salary Scale: PO2, Points 29 - 32**

**Salary Range: £39,951 - £42,840 FTE (£36,595 - £39,241 pro rata)**

**Required from April 2024  
or as soon as possible thereafter**

The John Fisher School is a successful and oversubscribed Catholic secondary school which caters for over 1,100 boys, including 224 in the Sixth Form. While it is not a requirement to be Catholic to apply for this position, applicants are expected to be sympathetic and supportive of the Catholic ethos.

We wish to appoint a PA/Office Manager to provide administrative support to the Headteacher and Senior Leaders. Working hours are 36 per week, on a term time plus 3 weeks contract. The role combines the role of PA with managing a team of 4 Administrators who work cohesively and contribute significantly to the school environment.

We are a supportive school community, offering excellent opportunities for professional development and a strong emphasis on wellbeing. The successful candidate will join a school which was described as a place where *"Leaders and staff have created a sense of community, captured through what many refer to as feeling part of the 'Fisher Family'."* Ofsted, 2023.

The support staff application form is available to download on our website at [www.johnfisherschool.org/Career-Opportunities](http://www.johnfisherschool.org/Career-Opportunities) where you can also find further information about the school and a full job description. Completed application forms should be emailed with a covering letter to Mrs H Palmer, Office Manager, at [h.palmer@johnfisherschool.org](mailto:h.palmer@johnfisherschool.org) by the closing date of **9am on Monday 15 April 2024. Interviews will take place w/b 22 April 2024.**

The school reserves the right to interview and appoint before the closing date if a suitable candidate is found. We therefore welcome early applications.

*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. An enhanced DBS will be required.*