



**PRIESTNALL SCHOOL**

Priestnall Road  
Heaton Mersey  
Stockport  
SK4 3HP  
Headteacher: Mr Craig Burns

**Telephone:** 0161 432 7727

**Email:** [recruitment@priestnall.stockport.sch.uk](mailto:recruitment@priestnall.stockport.sch.uk)

Number of Students on Roll: 1284 (Aged 11-16)

Required ASAP

- **Cover Supervisor/Administrative Assistant - 15 hours per week (Monday and Tuesday) – temporary post until 31<sup>st</sup> August 2020. Scale 4, point range 7-11 (£6,716 to £7,273 actual salary).**

Priestnall School is a popular, over-subscribed 11-16 school situated in the pleasant residential area of Heaton Mersey, Stockport. Our community benefits from wonderful students and a hard-working and committed staff.

We are currently seeking to appoint a **Cover Supervisor/Administrative Assistant** to join our successful school. The position offers a unique opportunity to join a highly successful and inclusive school as part of a well-regarded team of staff supporting and including students with complex and varied needs in all aspects of school life. The successful candidate will have the opportunity to make a major contribution towards our continued high achievement.

We are seeking an enthusiastic and hard-working colleague who has:

- a dynamic and flexible approach with excellent interpersonal skills;
- the ability to communicate effectively with all our stakeholders;
- an absolute commitment to achieving the very highest of standards.

The application form and supporting documentation are available in the 'Vacancies' section of the school website as well as other recruitment platforms. Completed application forms should be emailed to [recruitment@priestnall.stockport.sch.uk](mailto:recruitment@priestnall.stockport.sch.uk) marked for the attention of Mrs Natalie Fitzpatrick, PA to the Headteacher. Please note we do not accept CV's. This email address should also be used to submit any queries regarding the role.

Closing date: **Noon Wednesday 8<sup>th</sup> January 2020**

Interviews are scheduled for Tuesday 14<sup>th</sup> January 2020

The school is committed to the safeguarding of young people and candidates will be expected to adhere to these expectations. Please see our safeguarding statement (included in the application pack) and the Safeguarding Policy on our website for further details