

Wyre Forest School
Habberley Road
Kidderminster
Phone: 01562 827785
Email: tlb44@wfs.worcs.sch.uk



Personal Assistant (PA) to the Headteacher

Salary: SO1 (23-25)

Hours: 37 hours per week, Monday - Thursday 8am - 4pm, Friday 8am - 3.30pm

Permanent, TTO + 5 days

Required: September 2026

Age Range: 4-19

Special School - Generic

Headteacher: Mrs Rebecca Garratt

An excellent opportunity has arisen for a highly organised and proactive Personal Assistant (PA) to support the Headteacher & Senior Deputy Headteacher within a successful and prestigious SEN School. This role involves providing a confidential and personal service to the Headteacher and Senior Deputy Headteacher. The successful candidate will play a crucial role in carrying out a range of secretarial and administrative tasks and maintaining an efficient running of the Headteacher's daily business.

The ideal candidate should have GCSE or equivalent level, including at least a grade 4 (grade C) in English and Maths and have experience of carrying out administrative and secretarial tasks including minute taking, working with children and young people and collaborating within a team.

WFS can offer you the chance to work within:

- a friendly, positive environment receiving a full programme of CPD support.
- a large welcoming staff team dedicated to further improvement.
- Governors that are committed and ambitious on behalf of pupils.

To apply please click link below to apply:

<https://worcestershire.wm-jobs.co.uk/members/modules/job/detail.php?record=1323>

Wyre Forest School is committed to the promotion of equal opportunities and diversity. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The completion of an Enhanced DBS will be required. All successful candidates will be required to subscribe to the DBS update service as part of their employment contract. We carry out google/linkedin searches on names and former names going back 2 years to help identify any incidents or issues that have happened and are publicly available online.

Closing date: 5 May 2026

Interview Date: 20 May 2026