



WEST HEATH SCHOOL

Ashgrove Road, Sevenoaks, TN13 1SR

“Rebuilding lives through education”

West Heath School is an Independent SEN residential School with Charitable status for children aged 10-19yrs with social, emotional and mental health difficulties. The successful candidate will work as part of an outstanding team.

We believe in developing life skills and encouraging students to realise their full potential through different educational pathways, alongside access to therapy and care.

West Heath School are looking to appoint a dynamic and committed PA to Middle Leaders to support all aspects of diary management, correspondence and able to prioritise workload. Must be discreet and be confidential due to the nature of the work.

The ideal candidate must have a calm and professional manner with excellent communication skills and be proficient in IT.

PA to Middle Leaders

**From £20,000 22 days holiday (plus bank holidays)
Hours: 8.00am – 4.30pm Monday to Friday - Full Time
3 days per week during school holidays**

Start date asap

Application Form, Job Descriptions and further details are on our website

www.westheathschool.com

or contact dawn.cowcher@westheathschool.com

Closing date for applications is 5.00pm 24th May 2018

Successful applicant will be subject to pre – employment checks plus an Enhanced DBS check *West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*