



St Christopher's Prep

A Brighton College School

HEAD'S PA (maternity cover, one year fixed)

Expected start date 22nd August 2022

Enthusiastic and professional PA needed for the Head as maternity cover for one academic year. This is a unique opportunity to join a top Prep School.

The successful candidate must have strong interpersonal, administrative, organisational and communication skills. Must be able to balance general administrative duties as well as specific projects for the Head and management team.

For an application pack, please contact the Head's PA on 01273 735 404 or via email at HeadsPA@stchristophershove.org.uk

Term time plus 6 weeks

Salary competitive

Closing date: 5th July 2022

St Christopher's Prep is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced Disclosure & Barring Service check. Documents as proof of identity and rights to work in the UK will be requested at interview.

www.stchristophershove.org.uk