

Seaford Primary School

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Advert – Personal Assistant to the SLT (Senior Leadership Team)

The Post is for 27.5 hours a week (subject to negotiation) on a fixed Term Contract for one year. The position will be paid on Single Status grade 6, point 14, equivalent to £25,993 (pro rata salary of £16,718 per annum, £1393.00 pcm)

The successful candidate will be employed for up to 27.5 hours per week over five days we are aiming for a start date of May 2025

We wish to appoint someone who:

- Has excellent communication and literacy skills
- Is highly organised, efficient and able to prioritise
- Is able to effectively use a range of office-based software and social media platforms
- Can work well as a team but also use their initiative

Seaford Primary School is a great place to work with well-behaved children who are eager to learn. We are a friendly and supportive staff team and can offer a strong programme of professional development.

This role is primarily to work alongside the headteacher and other senior leaders as part of the admin team. You are warmly welcome to visit the school – please email the school office to arrange.

Information and application forms are available from our school website:

[Vacancies | Seaford Primary School](#) (Please note we are currently updating our website)

Closing date: 9am Friday 25th April 2025

Shortlisting: Friday 25th April 2025

Interviews: Fri 2nd May 2025

The successful applicant will need to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS) and references will be checked prior to interview. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.