

The Heights Primary School

The Heights Primary is an outstanding school situated in the Caversham Heights community. The school has 350 pupils from Reception to Year 6.



We are looking for a flexible and self motivated individual with strong relevant experience for the following key role:

School Secretary / PA

Full Time (37.5 hours per week); term time including inset days plus six weeks during school holidays; Required for end of October 2022

We are looking for candidates who:

- A proven track record working as a school secretary, PA or receptionist.
- Excellent organisation skills, with the ability to work to tight deadlines.
- Excellent communication skills, tact, diplomacy and discretion.

We can offer:

- A challenging opportunity to be involved in the future development of the school now that it is on its permanent site.
- A motivational Headteacher and supportive Governing Body who will support your professional development.
- Engaged and supportive parents who want the best for their children.

Please visit the vacancies section of our website for full details and an application form. We strongly recommend a visit to the school.

Closing date for applications: 10am – Friday 16th September 2022

Shortlisted candidates will be invited for interview during the week commencing 19th September 2022

We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish'.

Headteacher: Mrs Karen Edwards
Address: 129 Upper Woodcote Road, Caversham, Reading, RG4 7LB
Phone number: 0118 357 0123
E-mail: recruitment@theheightsprimary.co.uk
Website: www.theheightsprimary.co.uk

The Heights is fully committed to safeguarding and promoting the welfare of children and young people. All the above posts are subject to an enhanced DBS check.