



"We grow people"

"An outstanding school"

(Ofsted July 2010, October 2012, September 2017, March 2023)

We are currently looking for a

PERSONAL ASSISTANT TO THE HEADTEACHER

Fixed-term contract until 1st August 2026

37 hours per week, 195 days per year, term time only

Medway Scale, Grade C2

£28,598- £36,363

Abbey Court caters for pupils aged 3-19 with Severe Learning Difficulties, and is currently located on 2 Strood sites: Primary and Secondary (Cliffe Road) & Further Education (Rede Court Road). Facilities include an on-site school farm.

We are seeking an extraordinary and enthusiastic colleague to join our Outstanding School in this pivotal role.

The successful candidate will be highly motivated and committed to providing an exceptional standard of support to the Headteacher across many areas of the school's business and administrative functions. Excellent interpersonal skills will be essential, as the postholder will be expected to work collaboratively with internal and external stakeholders. A full job description is available at jobsgopublic.com.

Whilst experience of working in a special school is not essential, the successful candidate must evidence understanding and enthusiasm for the complexities of working in this type of organisation. Ongoing training and support will be available for the right candidate. Visits to our school are encouraged and are essential for all shortlisted candidates.

This School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to satisfactory Disclosure and Barring clearance.

Please go to www.jobsgopublic.com to view the full job description and apply online.

Visits to the school are welcome. If you have any queries or to arrange a visit to our school, please call us on 01634 338220.

Closing date: Friday 24th April 2026 @ 4pm

Interviews: Friday 1st May 2026

Please note that CVs will not be accepted.