



Ministry
of Defence

QUEEN VICTORIA SCHOOL, DUNBLANE

seeks to appoint a
Head's PA
Ref: 29900
Required ASAP



Queen Victoria School (QVS), a boarding school for the children of service personnel and funded by the Ministry of Defence, is looking to appoint a Head's PA. The school is set in 45 acres of beautiful countryside and offers stability and continuity of education for those who board with us.

Essentially, you will assist the Head in ensuring the smooth running of the school, providing efficient and effective support, and communicating key information to a variety of stakeholders in a timely manner. Your day-to-day dealings with staff, parents and pupils will be a key component in ensuring that the Head is able to make best use of his time. You will also have a role to play in the organisation and administration of a number of school events.

The successful candidate should be able to demonstrate the ability to manage multiple priorities using his/her own initiative, work flexibly and to timescales, and have good interpersonal skills. Applicants must be able to demonstrate experience of the following Civil Service Behaviours – Leadership, Seeing the Big Picture, Communicating and Influencing, Making Effective Decisions, Changing and Improving, Managing a Quality Service, Delivering at Pace.

Applicants must be PVG registered prior to taking up post.

A detailed job description and online application form can be found by visiting

<https://tinyurl.com/uqllduy>

If you would like further information on this job opportunity, you can email the Head Donald Shaw donald.shaw@modschoools.org

Closing date for completed applications is 8 March 2020.

Queen Victoria School is an Equal Opportunities Employer.

