Dear Applicant,

Thank you for your interest in the position of **Personal Assistant to the Headteacher** at Pear Tree School.

Pear Tree is an *outstanding* special school for children and young people aged 4–19 with severe and profound learning difficulties, including those with multiple and complex needs. We currently have 113 pupils on roll and a dedicated team committed to providing exceptional education and care.

We are seeking a candidate who shares our vision and values, and who will work closely with the Headteacher to support strategic school improvement in this exciting and pivotal role.

Pear Tree is proud to be a highly successful school with strong community links. We hold the Investors in People Gold Award and place a high priority on staff wellbeing and development. Our commitment is clear: to support every member of our team to “achieve the best they can in everything they do.”

As part of our safeguarding responsibilities, we expect all staff to share our commitment to protecting children and young people.

The closing date for applications is **Thursday 25th September at 12 noon**, and interviews are scheduled to take place on **Monday 29th September 2025**.

We are proud of our school and grateful for your interest in joining our team. We look forward to receiving your application.

Yours faithfully,

Fiona Wafer

School Business Manager