

September 2022

Dear Prospective Candidate

Thank you for your interest in the post of Personal Assistant to the Headteacher.

I joined the school as Headteacher four years ago and am pleased, but not complacent, with the progress made within this time. We have grown significantly in student numbers, whilst facing the challenges of recruitment in the midst of a global pandemic. However, we are at a point where we need to consider where we are going to be in five years and beyond, and we are expanding our middle leadership team to support our onward journey.

Uffculme has a history of outstanding teaching and learning. Our most recent Ofsted in June 2019 reflected practice at the time. We were a good school. We are driving towards outstanding. The challenge for the Deputy Heads and the extended Leadership Team is how we navigate the external pressures, whilst keeping focussed on the daily experiences of the children and young people in school.

The role of personal assistant will play a key role in supporting my role as headteacher, as well as co-ordinating the school calendar and updating the school's website.

I hope in this brief outline that you gain an insight Uffculme School. You would join a committed and experienced administration team and be given the opportunities to develop your professional skills. More importantly you would play an important role in helping us with our work with some of the most delightful, caring and wonderful students you will ever meet. They really are the best-selling feature of our school.

I look forward to reading your application.

Yours sincerely

Charlotte Stubbs  
Headteacher