

Arden Multi Academy Trust



Personal Assistant to Executive Headteacher

Start Date: April 2022

Salary: Band E, 27-33, Actual salary range £28,075 to £33,069 based on the full time equivalent of £31,346 to £36,922

Hours: Full time (37 hours), 41 weeks per year.
8:00am to 4:00pm, some flexibility around these times will be required
This post is term time plus 10 days in the school holiday periods across the year, some of which will be required in August around GCSE and A Level results
Flexibility – the option to work from home at least one day per week is available.

Arden Multi Academy Trust are looking to recruit a professional and effective Personal Assistant with excellent administrative skills to work for the Executive Headteacher.

Arden Multi Academy Trust is a family of four secondary schools comprising: Arden Academy (Knowle), Lode Heath School (Solihull), Park Hall Academy (Castle Bromwich) and Henley in Arden School (Henley in Arden). The Executive Headteacher works across all four schools during the course of a week.

As a Trust we truly value the success of every child and we place the sharing of excellent education practice at the core of our values. We are committed to improving the quality of education and life in for all our students. The Trust operates from its hub in Knowle, to the south of Solihull.

This post is based primarily at Park Hall Academy in Castle Bromwich, situated minutes from Junction 5 of the M6 and Junction 7 of the M42 but travel to other schools within the Trust will be required.

The key responsibilities for this post are as follows (a comprehensive job description is available):

The delivery of accurate and timely administrative services and functions to the Executive Headteacher.

Management and organisation of the Executive Headteacher's diary.

Confident in the use of Microsoft Office applications (mainly Word, Excel, and PowerPoint) and Google documents, sheets, and forms.

Minute taking, both in person and for remote meetings.

Qualities required:

The ideal candidate will be educated to at least A Level standard and have previous experience of providing high level administrative support to senior staff

The ability to prioritise workload effectively and efficiently, completing high volumes of workload as and when demands require is essential

Show resourcefulness in dealing with competing deadlines and priorities in a busy school environment

Show a highly organised and calm professional attitude at all times showing a proactive attitude to the role

Complement high quality work using both MS Office and school systems in a timely and precise manner

Experience of Outlook and diary management

An excellent eye for detail e.g. consistency in 'house' style

Excellent spelling and grammar

The ability to travel between schools within the Trust

As a Trust we can offer you:

A positive and innovative working environment surrounded by students, staff, parents and Governors

A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity

A Senior Leadership team who is committed to promoting the best environment and outcomes for staff and students

The opportunity to be part of Arden Multi Academy Trust

Local Government Pension Scheme and a Cycle to Work scheme

Parking and canteen on site

We can offer both a stimulating and highly rewarding experience in return for your motivational skills and good practice. As part of the Arden Multi Academy Trust, there is the opportunity for exceptional training and the sharing of knowledge and ideas.

Arden Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Disclosure.

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from Trust website <https://www.ardenmat.org.uk/careers/>. CVs will not be accepted. Please address applications to Mr D Burgess, Executive Headteacher and return to office@arden.solihull.sch.uk.

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Closing Date: Monday 28th February 2022 (12 noon)