

VACANCY

PA TO THE HEADTEACHER (MATERNITY COVER)

Salary: Competitive

Start date: As soon as possible

City Academy Norwich is a dynamic, nurturing learning community that holds the highest expectations and aspirations for our students and staff. Our ethos is encapsulated by three simple words. Enjoy Respect Achieve.

We are seeking highly motivated experienced Personal Assistant to the Headteacher (maternity cover) who is confident in dealing with highly confidential and sensitive issues and who can provide excellent administration support to the Headteacher.

The job is fast-paced so you will need to have the ability to multi-task and prioritise as well as having outstanding organisational and communication skills.

Previous experience of working in a school desirable.

Sense of humour a must as well as a flexible, proactive and solution focussed work ethic. Ability to work on own initiative is essential but you will be part of a friendly and supportive team.

Would you like to work in an Academy setting that:

- believes in every child achieving the very best they can
- is dedicated in helping you build a fulfilling and successful career
- strives to support your development to enable you to become outstanding in your field
- prioritises professional development, with a strong ethos of open and honest feedback

You could join us in an exciting time of improvement as we work in partnership with the highly successful 'Bohunt Education Trust'. The Bohunt Trust, nurture and support professional ambitions by providing opportunities for training, development and progression, whatever stage you've reached in your career.

Applications:

Please visit our website for full details on how to apply.

For an informal conversation about the role, please contact the Human Resources Lead.

Closing date for applications:

12pm Friday 28th January 2022

Interviews:

W/c 7th February 2022

City Academy Norwich is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and required to sign up and maintain their subscription to the DBS update service.

Please note when proving references please give the names and addresses of two people who would be willing to supply a reference for you. These should be from your two most recent employers, or if you have not worked before, please use your school or college teacher/tutor. Two different employers should be supplied (i.e. not from the same organisation) and should be from a senior person with appropriate authority, not just a colleague.

If this is not possible a suitable alternative would be a previous employer, business associate or leader/organiser of a voluntary organisation. Please do not include friends or relatives.