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**Personal Assistant to the Principal**

**Full time, 37 hours per week, Term time plus 3 weeks**

**NJC Scale 20 - 24, currently £28,017 – £31,226 (actual pay, per annum)**

The advertised position is to work, in partnership with the Principal, Senior Leadership Team and where appropriate the Trust Central Teams, demonstrating consistently high standards of personal and professional conduct.

Derby Moor Spencer Academy is a vibrant, oversubscribed, 11 - 18, school with 1,700 students on roll. We are a thriving community offering our students a range of opportunities that ensure they become successful and well-rounded adults when they enter the world of work.  At Derby Moor Spencer Academy, we are rightly proud of the excellent progress that all our students make and have celebrated record results year on year in recent times. Our approach can be summed up in our school motto: “Together we succeed” When our students, staff and wider community unite and work in collaboration we are stronger. Together we can challenge social injustices, create safe spaces and make a positive contribution to the world we share. Together We Succeed.

This motto is underpinned by our four values:

**Achievement** – we believe that everyone can achieve, regardless of background or personal circumstance.

**Aspiration** – we believe our students and staff can be the best in their chosen field. Our renowned employability curriculum gives our students the knowledge, skills-base and experience they need to aim for greatness and to aspire to be the best they can be. For staff, our bespoke CPD offer ensures that they have developmental opportunities and are supported to be great practitioners.

**High Expectations** – we believe high expectations are the foundations of success and expect the highest standards from our community. This is in terms of their conduct, communication and commitment to their own development. We are preparing students for life and the world of work, as such, we will not settle for anything less than excellence.

**Community** – we believe that the community at Derby Moor is unique and key in preparing our young people for life in modern Britain. Our community is diverse and all embrace the rich variety of faiths, cultures and backgrounds that exist here, working together to ensure everyone feels valued, safe and fulfilled.

At Derby Moor Spencer Academy, we take great pride in the facilities that we offer our students. Our school was re-built in 2013 and now features a welcoming entrance plaza, state of the art technology and a diverse range of learning spaces and sports facilities.

**We are seeking to appoint an individual who:**

* The nature of the Academy year requires some of the tasks highlighted in the Job Description to be completed regularly, whilst other will be on an annual cycle
* To provide an efficient and responsive administrative, organisational and logistical service to the Principal and SLT members to help manage their time.
* To administrate and co-ordinate communication and documentation for the senior team.
* Provide efficient, professional and effective PA and administrative services to the Principal and the senior leadership team
* Contribute to the Academy and Trust strategy in relation to administration services and developing effective professional relationships with stakeholders and colleagues at all levels across the Academy and SAT
* Lead strategically on key operations, events and publicity across the academy and ensure that policies and records are accurate and up to
* Working with the Principal, academy colleagues and Trust Marketing Team, lead to co-ordinate the media activities of the academy, managing content and messaging on social channels and the website.
* Ensure that website and marketing materials are updated and current.
* Support growth initiatives across the academy including those relating to capital build projects
* Seek out local and national projects which may be suitable for the academy to support / become involved with
* Be the central link between the academy and key external organisations including the trust central team, Derby City Council, DfE etc.

**In return, as part of the Spencer Academies Trust, we can offer you:**

* A good school (OFSTED 2012, 2017 and 2022)
* A friendly, supportive and professional team of staff
* A commitment to provide Continuing Professional Development

**Spencer Academies Trust**

SAT is an educational charity, Multi-Academy Trust and Sponsor of Academies. We have approaching 18000 children and young people in our academies and employ more than 2200 teachers, leaders and educational support professionals across the East Midlands. We aspire to be a leading regional high performing Trust, with a national reputation for excellence.

We currently have 17 primary academies, 8 secondary academies and one primary aged special school in our family of schools. All of our schools benefit from the collaboration and added value that being a member of our Trust offers, and share our values and beliefs. Spencer Trust academies share an ambition to deliver results that compete with the very highest performing schools in the country, and deliver a curriculum for students that is underpinned by breadth, opportunity and quality: one that seeks to give young people the opportunity to develop into well rounded global citizens that believe they can influence positive change in the world.

**Mission**

Our Mission is to deliver the best possible outcomes for children and young people.

**Vision**

Spencer Academies Trust is an exceptional Trust, providing an outstanding education for local children.

**We Believe:**

* All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.
* Schools are stronger when they work in collaboration with each other, operate within a ‘family’ and are open to a true sense of partnership.
* We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

Applicants would be expected to share the Trust’s high aspirations and expectations for pupils and staff.

If you would like to discuss the role, or have any queries, please contact the HR team on 01332 772706 or email hr@derbymoorspencer.org.uk

The Spencer Academies Trust Safer recruitment policy requires applications for this post must be submitted through our recruitment portal. CV’s cannot be accepted. We are also required to request references prior to interview.

Closing date for applications: 9.00am, Friday 10th May 2024

Interviews will take place on TBC

**Early application is strongly encouraged as we reserve the right to interview and close the advert ahead of the closing date.**

**How to Apply**

Applications are submitted through our Every Candidate Portal. If you are a new user to our portal, you can click on ‘**Register’** to complete your candidate profile. If you already have a candidate profile with us, click on ‘**Sign In’.**  Both of these routes allow you to feed your candidate information into any of our vacancies and view the status of your application.

If you want to apply directly for this role and not save your data for any future vacancies, you can click on the **‘Apply Now’** button at the bottom of this page.

We have added a video to help guide you through our portal, please visit <https://vimeo.com/737845492/c1b8e43656>

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).**

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics**.**

Spencer Academies Trust is a Disability Confident Committed Employer