



Registered office: Arthur Mee Road, Stapleford Nottingham NG9 7EW

Tel: 0115 9170100

CEO Paul West

www.satrust.com

Moorway Lane, Littleover, Derby, DE23 2FS

Tel: 01332 772706

www.derbymoor.derby.sch.uk

**PA to the Principal,**

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

**NJC Scale 20 - 24, currently (£26.122- £29,011) 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 1,680 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.
* To manage the Reception, Reprographics and Student Services teams.
* Provide efficient, professional and effective PA and administrative services to the Principal and the senior leadership team
* Line manage the office administration team and reprographics to ensure central services are efficient, friendly, and customer focussed
* 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**

The Spencer Academies Trust is a multi-academy trust with schools across the East Midlands, and with a strategic focus on Nottinghamshire and Derbyshire.

A high performing regional MAT with a national reputation for excellence, Spencer Academies Trust schools include primary, secondary and sixth form provision. Our academies work across highly diverse city and rural communities, including a strong presence in Derby and Nottingham. Standards and expectations in trust schools are high – and the trust focus on rapid improvement on the journey to outstanding education delivery.

Spencer Academies Trust 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.

If you would like to discuss the role, or have any queries, please contact Mr Scott Doyle – Principal [info@derbymoor.derby.sch.uk](mailto:info@derbymoor.derby.sch.uk) .

Applications for this post must be submitted on our online application form, which can be found at [satrust.com/vacancies](http://www.satrust.com/vacancies), or by clicking the “apply now” link.

In line with safer recruitment policies references will be called for prior to interview**. Please note, I f you currently work in an Education setting, your first referee should be the Principal.**

Closing date for applications: **Friday 03rd February @ 09.00am**

**I**nterviews: **TBC**

**We reserve the right to close the vacancy at any time, once we have received sufficient applications.**

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children’s barred list checks and completion of Level 2 safeguarding training.**

**Spencer Academies Trust is a Disability Confident Committed Employer**