

Vacancy at Parkside School, Cullingworth: PA to the Senior Leadership Team

Permanent Contract - Required ASAP

Salary: SCP 17 - 22

£ 28,282-31,364 FTE (actual £25,373-27,663)

Full time, permanent, term-time only + 10 days (40 weeks)

37 hours per week

Do you want a job where you make a difference to the lives of children and young people?

Do you want to be inspired on a daily basis by your work?

Do you want to play a lead role in a newly redesigned administration team?

Do you have a passion for process improvement?

Do you have the ability to organise, plan and react to the needs of the school?

It couldn't be a more exciting time to join Parkside School which recently joined Wellspring Academy Trust. Wellspring Academy Trust was recently awarded the title of Multi Academy Trust of the year. As such, we are at the start of an exciting journey in this new partnership and we are looking for a like-minded, talented Personal Assistant to join us on this journey. Wellspring Academy Trust is known for its inclusive practice and these values are matched by Parkside School. 'We make a difference' If you have the same philosophy, this may be the job for you.

Details of Wellspring Academy Trust can be found at: <https://wellspringacademytrust.co.uk/>

We require a Personal Assistant to the Senior Leadership Team who is relentlessly positive and would relish the opportunity to join our dedicated and talented administration team and wider staff body. The post would involve working closely with the Head Teacher and Leadership team in important administration tasks. The post holder would lead on communication and promoting the school as well as playing a central role in recruitment processes. The post holder will work very closely with the Senior Office Manager and these two post holders will lead a wider Administration team. The ability to manage a budget and achieve best value for the school, good record keeping and someone who can build strong relationships is important.

The responsibilities of the post are outlined in the Job Description. However, experience of working in a school environment and an understanding of finance systems would be an advantage. Integrity and the ability to work in confidence are important as the post involves a significant amount of handling of sensitive information and dealing with HR matters with the Head Teacher. The post may be an ideal second step in the career for someone looking to progress in an administrative role.

In return, we will offer you the opportunity to:

- Be welcomed into our supportive staff team and experience our special sense of community
- Be supported in your continued professional development
- Become part of the extremely strong and supportive Wellspring Academy Trust in which there are regular opportunities to collaborate and share practice

We encourage any applicant to come and visit the school or to book an informal phone conversation about this role with the Headteacher, Steve Tighe, s.tighe@wellspringacademies.org.uk

If you are as excited by this challenge as we are and you think this might be the role for you, please complete an application form, having taken note of the attachments and email it to recruitment@parksideschool.net no later than 9am Monday 29th April 2024.

Please note, we do not accept CV's.

Interviews for successfully shortlisted candidates will be undertaken soon after this date.

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview. Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for

the successful candidate upon acceptance of the post.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/countries you have resided in, if you are the preferred candidate for the post.

All applicants need to complete the Equal Opportunities form. Please click link for further details <http://bit.ly/WATEqualOpportunities>