

PA to Headteacher and CEO

Grade E (£25,078 Full time equivalent)

Term Time Only (39 weeks per year)

Flexible, part-time hours considered but must be a minimum of 4 days a week

Do you want to use your excellent organisation skills at a high level for an expanding Multi-Academy Trust (MAT), which makes a difference to children's lives?

This role provides vital confidential administrative and secretarial support to the Headteacher and CEO. You will maintain diaries, manage travel arrangements, organize meetings and events, write correspondence and be the first point of contact for anyone seeking contact with the Headteacher and CEO.

Are you able to demonstrate:

- Experience working effectively in a similar role with Senior Leadership
- Utmost confidentiality and discretion
- A professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management
- Flexibility and the ability to prioritise
- Consistently positive approach

We offer you:

- A varied role in a fast-paced environment
- The opportunity to be a key part of a growing Multi-Academy Trust
- Local Government Pension Scheme
- Benefits including Cycle to Work, Retail and other discounts schemes

For an informal discussion about the role please contact Polly Sharpe, on 01428 724324, ext. 201 or psharpe@bohunt.hants.sch.uk

Bohunt Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be subject to pre-employment checks, including enhanced DBS checks and satisfactory references.

To apply please complete the application form for Support Staff from <https://www.bohuntrust.co.uk/bet-careers/vacancies/> and email this to jobs@bohunt.hants.sch.uk.

Closing date: 17:00hrs on 25 March 2019