

## **Personal Assistant to the Executive Senior Leadership Team**

### **Required ASAP**

We are seeking to appoint a full-time Personal Assistant to the Executive Senior Leadership Team on a permanent basis immediately. The post offers an excellent opportunity to work in a very strong and highly successful 11-19 academy which holds good Ofsted status. The role will report to the Joint Heads of Academy providing confidential and efficient secretarial support.

The position will be full-time, with equivalent of 41 weeks of work per year (term time only plus inset and two extra weeks), 37 hours per week (8 a.m. to 4 p.m. on Monday, Wednesday, and Thursday, 8 a.m. to 6 p.m. on Tuesday, and 8 a.m. to 3.30 p.m. on Friday). The post holder is not required to work during the school holidays because the extra two hours they put in on Tuesdays will be deducted from the required two extra weeks of work per year.

### **Personal Qualities**

The successful applicant should be educated to A 'level or equivalent standard and have a minimum of C grade [or grade 4] at GCSE in Mathematics and English or equivalent. The ideal candidate will need to be incredibly organised, pay close attention to detail, be able to operate alone and within a team with effectiveness, and should possess great problem-solving abilities.

Applicants should have proven experience of providing complex support in a busy environment and have experience of working as a Personal Assistant. We are looking for hardworking, enthusiastic candidates able to demonstrate a high level of commitment and support for this pivotal role. The candidate should have high level ICT skills, a creative approach to problem solving and be able to work independently demonstrating a good attention to detail. Experience of working with young people in an educational capacity is also an advantage.

### **Responsibilities of the post-Holder**

The responsibilities of the postholder will be in accordance with the Personal Assistant to the Executive Senior Leadership Team's job description.

### **Remuneration**

The annual salary for the Personal Assistant to the Executive Senior Leadership Team will be in accordance with the Academy's Support Staff Pay Scale, which for appointment for a full-time post currently involves a salary within Band 4 Point 26 – 34. The minimum actual salary offered will be £25,934 (negotiable), pro rata equivalent of point 26 including an allowance for holiday pay. Salaries are reviewed by national negotiation with effect from 1<sup>st</sup> April each year. Progression through the pay scale is subject to an acceptable annual performance management review process.

### **Application Process**

If you are interested in the position and wish to discuss the post prior to application, please email Mrs Dorcas Ologunde, Director of Human Resources, at [d.ologunde@plume.essex.sch.uk](mailto:d.ologunde@plume.essex.sch.uk), to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our team. The Director of Human Resources will be pleased to discuss the post and provide further information about the academy.

To apply please complete the Plume Academy application form (please see link via our website). This must be completed and submitted to [HR@plume.essex.sch.uk](mailto:HR@plume.essex.sch.uk) by the closing date stated (unaccompanied CV's or third-party application forms will not be accepted).

Closing Date: noon Monday 29 January 2024. Interviews are likely to take place during that week, however, candidates may be taken through to interview sooner.

**Plume Academy remains fully committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and trustees to share this commitment.**