

PA to the Principal/Office Manager (Temporary)
Outwood Academy City, Sheffield
Required From: September 2019

Salary: Sheffield Grade 5 NJC SCP 12 – 20 (£19 410 to £22 742 actual)

This post is full time (37 hours per week), 41 weeks per year (equivalent to term time plus 10 days).

Serving the bustling city of Sheffield, Outwood Academy City was constructed in 2011 with state-of-the-art facilities and joined Outwood Grange Academies Trust three years later. The school has undergone a huge transformation for its 1000 students, with an innovative curriculum and a personalised approach to learning enabling them to realise their vocational, practical, creative and academic abilities. This was recognised by Ofsted in February 2019, when the academy was judged 'Good with Outstanding Leadership'. Inspectors noted that, "Leaders and teachers demonstrate high expectations for all pupils. They are determined that pupils achieve well in their subjects".

Following a recent promotion for the current post holder, we are recruiting a PA to the Principal/Office Manager. This is a temporary post for one year.

We are looking for an exceptional candidate to provide efficient and effective support to the Principal and act as a member of the academy's Senior Leadership Team. In addition, the post holder will assume the responsibility of Office Manager; line managing the academy's Reception/Admin function. As Clerk to the Academy Council, the post holder will clerk all meetings and provide administrative support on behalf of the Chair.

The successful candidate will come from an administrative background. Previous experience of leading and motivating staff; providing clear vision and direction would be desirable though support will be provided. Strong written and verbal communication skills with an ability to gain credibility at all levels are essential. Well-developed ICT skills and, an understanding and ability to maintain confidentiality will be vital to the role. Owing to the nature of the post, candidates should be flexible and appreciate attendance to evening meetings will be required.

As part of a growing multi-academy trust, the successful candidate will be well supported and have access to a range of high quality professional development through the Outwood Institute of Education.

Please note that there is currently a job evaluation exercise being undertaken across the Trust. The salary advertised for this post is therefore subject to job evaluation and may change.

To arrange an informal discussion about the role, please contact Sara Louise Peasant (current post holder) by email to S.Peasant@city.outwood.com.

Applications should be completed online at <https://recruitment.outwood.com>.

Closing Date: **Midday on Friday, 16 August 2019**

Interview Date: **Friday, 23 August 2019**

The Outwood Grange Academies Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory DBS check.

We reserve the right to close advertisements early. Advertisements will therefore close at 12noon, either on the advertised closing date, or the day the decision has been taken to close the advertisement early.