



PA to VICE PRINCIPALS

Pay Range £21166 to £22911 pro-rata
Term Time plus one week

Legra Academy Trust provides high quality, high impact, early years, primary and secondary education in Essex. Working together, we make a huge impact on the lives and education of both our young people and staff. We are committed to providing professional development for both our staff and governors, in order to achieve sustainable improvement.

Belfairs Academy is looking for a full-time PA to support the Vice Principals for training teachers, new staff, volunteers and visitors to the school; typing and administration to support the VPs roles

You will need to be extremely well organised, have excellent time management skills and can also time manage others, and have an education background or similar experience along with excellent communication, interpersonal skills and be able to work under pressure.

If you feel that this could be the exciting opportunity and career advancement or change you are seeking and would like to find out more please apply to lindsey.corben@legratrust.org.uk

Belfairs Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Following safer recruitment procedures, this appointment will be subject to an enhanced disclosure from the Disclosure Barring Service and satisfactory references. Belfairs Academy is an equal opportunities employer and we are committed to positive employment policies to promote equal opportunity in employment.

Closing Date for Applications: 14th June 2019
Interviews week commencing 17th June 2019