



BERLESDUNA ACADEMY TRUST

Personal Assistant

School House, Church Road, Basildon SS14 2EX

Job Description

Berlesduna Academy Trust is looking to appoint a Personal Assistant who will work closely with the CEO, providing a full secretarial and administrative service.

The position will be 37 hours per week, Monday to Friday, 39 weeks per year.

Band 3, Point 17 (Range 17-21) Actual Salary £15,597 including Outer Fringe Allowance

Closing date: Midnight 29th October 2017. Interview date: 6th November 2017

Academy

The vision of the Berlesduna Academy Trust is to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills amongst all pupils, regardless of their social, economic or cultural background.

We are looking for someone:

- with outstanding organisation and communication skills, as well as excellent typing and ICT skills
- who is positive, enthusiastic and solution focused with a forward thinking creative approach
- with full working knowledge of relevant policies/codes of practice/legislation
- with the ability to use your own initiative to deal sensitively with a range of complex issues

The role will require a degree of flexibility as you may be asked to attend evening meetings and Trust events

We can offer you:

- A forward looking Trust that is dedicated to the success of all children and staff
- A commitment to continued professional development with a full personalised programme of support and training

Application

Applications will not be considered if a visit to the Trust Head Office prior to application is not undertaken. Visits can be arranged by contacting Catharine Davis at HR@berlesduna.co.uk or by phone 01268 442406.

Please take care to complete the application in full, as any incomplete applications will not be considered.

We reserve the right to close the vacancy early so recommend that you submit your application at your earliest convenience.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All successful applicants will be subject to an enhanced DBS check, medical clearance and satisfactory references.

We are an equal opportunities employer.

Documentation

The following documents are attached

- Berlesduna Equal Opportunities Form
- Berlesduna Recruitment and Selection Policy
- Job Description & Person Specification