

## PA to Principal

**Do you desire to be part of a successful Academy that sets high standards and expectations for all students and staff and prides itself on making a difference to the lives of young people?**

Lea Valley is an established 11-19 Academy, which is situated in the northern part of Enfield having easy access to London and also Hertfordshire and Essex.

This is an exciting opportunity for an experienced, highly organised and meticulous individual to provide efficient support to the Principal in support of their strategic objectives. The successful applicant will have experience of working as a Personal Assistant at senior level, will have excellent keyboard and IT skills and the interpersonal skills to engage with all stakeholders answering a wide variety of internal and external enquiries.

As the first point of contact for the Principal, you will ensure the smooth running of the Principal's office on a day to day basis. You will be confident working in a fast paced and demanding environment, and will play an important role in supporting the Principal in leading the Academy with maximum effectiveness. You will be able to prioritise to meet varied and conflicting deadlines and will carry out essential administrative tasks with care and precision.

The successful applicant will handle highly confidential matters and work with the utmost trust and sensitivity, handling sometimes complex situations with staff, students and parents.

The learning environment at Lea Valley Academy is designed to enhance every student and staff members' daily working life. We offer a variety of unique benefits with the aim of ensuring each member of staff is able to achieve their goals here. We strive to create a culture that encourages continual learning. We fervently believe in supporting the whole Academy workforce through providing CPD opportunities that are personalised, relevant and contribute to lifelong learning.

If you would like to join an Academy where the future is set to be an impressive one, please download the application pack from our website [www.leavalley.org.uk](http://www.leavalley.org.uk). Please include a supporting statement of no more than one side of A4 outlining how your experience, knowledge, skills and abilities equip you for the post and how they meet the requirements of the Person Specification. Applications should be emailed to Jo Allen, Interim Principal's PA on [jalien@leavalleyacademy.org.uk](mailto:jalien@leavalleyacademy.org.uk)

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

The closing date for this post is 9.00am on Friday 16th November 2018.  
Interviews will take place on Wednesday 21st November 2018.

#BeTheBestThatYouCanBe