

PA to Executive Principal

Excelsior Academy
Newcastle upon Tyne
NE15 6AF

£23,000 (full time equivalent), £21,054 (Actual)
Fixed Term until 30th April 2020
37 hours per week, Term Time + 10 Days

The Trustees are seeking to appoint a Personal Assistant to the Executive Principal for Excelsior Academy as soon as possible.

Excelsior Academy is an innovative academy in its eleventh year. It works on a 'schools within a school' model. Excelsior is part of the Laidlaw Schools Trust, created to give children from socially and economically challenged areas the best possible education and start in life. In September 2013, we became Newcastle's first all-through Academy educating children from age 3 to 19 years old.

Working at Excelsior will challenge you but the rewards are huge. Successful candidates will play an important role in our continuous drive for further improvement.

The successful candidate will join a successful MAT where all Academies support each other to the benefit of our pupils and their families. Our Academies also enjoy strong support from an experienced LST central team, based in Newcastle upon Tyne.

Further details and an application pack can be downloaded from the Careers section on the Laidlaw Schools Trust website <http://laidlaw-school-trust.com/careers/>. Interested candidates are welcome to tour the school, please contact the Academy office on 0191 2288 400 to arrange a visit. If you wish to have an informal discussion about this post, please contact: Mahima Zafar, HR Assistant, M.Zafar@excelsiornewcastle.org.uk.

Closing Date: 12 noon on Monday 15th July 2019.

Candidates who have not been contacted by Monday 15th July 2019 may assume they have been unsuccessful.

Interviews will take place: week commencing 15th July 2019

Applications should be returned to: M.Zafar@excelsiornewcastle.org.uk

We are an equal opportunities employer strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks. The successful candidate will be able to demonstrate their commitment to children's safeguarding.