

# Personal Assistant to Principal

Academy 360  
Sunderland  
SR4 9BA

£23,000 -£25,000 (pro-rata TTO/AYR – negotiable)  
Full time, Permanent

The Trustees are seeking to appoint a Personal Assistant to the Principal of Academy 360 as soon as possible. Academy 360 is a rapidly improving All-Through Academy in Sunderland at the heart of its local community.

The Academy is part of The Laidlaw School Trust (LST), The Laidlaw Schools Trust is a growing family of seven schools helping transform thousands of young lives in North East England. LST invests significantly in the training and development of all staff and is able to offer all staff a wide range of opportunities and benefits.

Academy 360 provides education for students aged 4 – 16. As a member of Laidlaw Schools Trust it benefits from the support of being a partner in a small local Multi Academy Trust which also includes one of the main feeder Primary schools for Academy 360's secondary school.

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 [www.laidlaw-school-trust.com/careers/](http://www.laidlaw-school-trust.com/careers/). Interested candidates are welcome to tour the school, please contact the Academy office on 0191 300 6506 to arrange a visit. If you wish to have an informal discussion about this post, please contact: Charlotte Ridgway, [charlotte.ridgway@academy360.co.uk](mailto:charlotte.ridgway@academy360.co.uk)

**Closing Date:** 12 noon on Tuesday 13<sup>th</sup> April 2021.

Candidates who have not been contacted by Friday 16<sup>th</sup> April 2020 may assume they have been unsuccessful.

**Interviews will take place:** week commencing 19<sup>th</sup> April 2021

**Applications should be returned to:** [hadmin@academy360.co.uk](mailto:hadmin@academy360.co.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.

**Please note that we do not accept CV's.**