PA to the Principal
UTC Sheffield Olympic Legacy Park

NOR: 600 (300 at Post 16)
Age range: 13-19 years
Start: As soon as possible

PA to the Principal: £26,536-£28,133 37 hours x 52 weeks

UTC Sheffield Academy Trust provides a new and dynamic education. The second UTC in Sheffield opened on the exciting new Olympic Legacy Park in Sheffield in September 2016 offering opportunities for students in Health Science, Computing and Sports Science. Our examination results support our aim to deliver an outstanding educational experience grounded in real, relevant workplace practice. Partnerships with world-class companies, schools, colleges and universities give our students a unique start to their future careers. We provide training today for the jobs of tomorrow. Our cutting-edge facilities and engagement with employers and university partners provide an exciting environment in which staff can develop professionally.

We are looking to appoint a PA to the Principal for UTC Sheffield Olympic Legacy Park.

You will work alongside the Principal, Jessica Stevenson and UTC staff to develop a centre of excellence focusing on Health Science, Sports Science and Computing. The PA to the Principal enables the Principal to perform effectively through the provision of high quality secretarial and administrative support including taking meeting minutes. This includes providing administrative support in relation to employer engagement, recruitment, HR and the Local Governing Body, linking also to the Business & Operations functions. They are also line manager to the administrative team, so experience in this area would be an advantage. In addition, the PA to the Principal will be the Educational Visits Co-ordinator for the UTC and opportunities for training will be provided if required.

The UTC Sheffield Academy Trust is sponsored by Sheffield Hallam University, The Sheffield College and Sheffield Chamber of Commerce and Industry.

Closing date: Wednesday 15 September 2021 **Interview:** w/c 20 September 2021

We are an employer who values equality and diversity and we are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check and will be subject to safer recruiting procedures.

For more information, including how to apply visit www.utcsheffield.org.uk/vacancies

We welcome visits and enquiries prior to application. For an informal discussion, or to book a visit contact the Business & Operations Director or Executive PA on 0114 260 3975.