



Executive PA

NOR: 600 (300 at Post-16)
Age range: 13-19 years
Start: February 2024 / as soon as possible
Salary: £32,905 - £37,808 - 37 hours x 52 weeks

The Sheffield UTC Academy Trust provides a successful, dynamic education and is made up of two UTCs rated Good by Ofsted. We opened our City Centre site in September 2013 specialising in Engineering and Creative & Digital Media and then expanded to open our second UTC in Sheffield on the exciting Olympic Legacy Park in September 2016 offering opportunities for students in Health Science, Computing and Sports Science. UTC Derby Pride Park joined the Trust in December 2019, offering Engineering and Life Sciences as technical subjects.

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 an Executive PA to support the Executive Team.

You will work alongside the Executive Principal/CEO, Nick Crew and the Business & Operations Director, Nicola Thornton and UTC staff across the Trust. The PA enables the Executive Team 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 recruitment, HR and linking also to the Business & Operations functions.

The role is predominately office based across the Trust however there will be opportunities to work flexibly where appropriate.

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

Closing date: midnight Sunday 25 February 2024 **Interview:** w/c 4 March 2024.

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 and encourage visits and enquiries prior to application. For an informal discussion, or to book a visit contact Vivienne Martin on 0114 308 4500 or HR@utcsheffield.org.uk