

## Springwell Leeds Academy

### Requires a Personal Assistant to the Executive Principal

<b>Job Title:</b>	Personal Assistant to the Executive Principal
<b>Location:</b>	Springwell Leeds Academy (Based at the Springwell Leeds South site, Middleton Road, Leeds, LS10 3JA but will be required to move between sites as necessary).
<b>Salary:</b>	Point 29 - 31 (£26,470.00 - £28,221.00)
<b>Contract:</b>	Full Time (52 weeks) and permanent
<b>Required:</b>	As soon as possible

Due to the promotion of the current post holder, we are looking for an exceptionally organised and experienced administrator to provide PA support to the Executive Principal and other members of the Executive Team.

You will:

- Have exceptional organisational and people skills.
- Act as a warm, friendly, professional first point of contact for the Executive Principal.
- Maintain a high volume, unpredictable workload and work under pressure to meet tight and demanding deadlines.
- Provide secretarial, professional and confidential personal assistant services, actively managing the Executive Principal's diary, organising appointments and meetings to ensure effective use of time.
- Deal courteously and confidentially with visitors, telephone callers and emails.
- Create and maintain positive and supportive relationships with staff, parents, carers, businesses and the community.
- Prepare a range of high quality documents for the Executive Principal in accordance with the Academy's style and corporate identity.
- Prepare and collate papers, presentations, minutes and other reports, Ensuring all necessary papers required are distributed to all parties in sufficient time.
- Assist in the administration of personnel/staffing matters and other administrative activities, as directed, generally contributing to the smooth running of the Academy.
- Provide a travel and accommodation bookings service to the Executive team.
- Work with the wider Academy admin teams to advise them on the reception of incoming visitors and their requirements.
- Be flexible with regard to working hours when fulfilment of job requirements demand.

For more information, and a discussion about the role, please contact Sarah Reeder:

**Day time:** 0113 4870504

**Mobile:** 07921 807761

Closing date for applications: 09:00 on Monday, 28th January 2019.

Interviews will take place on Wednesday, 30<sup>th</sup> January 2019.

To apply, please complete the application form and return by e-mail to [s.reeder@springwellacademyleeds.org](mailto:s.reeder@springwellacademyleeds.org).

*Springwell Leeds is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful candidates will be required to undergo an enhanced disclosure and barring services check.*

[www.springwellacademyleeds.org](http://www.springwellacademyleeds.org)

[www.wellspringacademytrust.co.uk](http://www.wellspringacademytrust.co.uk)