



## **Executive Assistant**

### **Required December 2020**

We are seeking to appoint a full-time Executive Assistant on a permanent basis with effect from December 2020. The post offers an excellent opportunity to work in a very strong and highly successful 11-19 academy which holds good Ofsted status. The role will report to the Executive Principal and Joint Heads of Academy providing confidential and efficient secretarial support.

The role will be on a permanent basis working 41 weeks per annum (term time only plus inset and two additional weeks, 37 hours per week from 8.00am – 4pm Monday to Thursday and from 8.00am – 3.30pm on Friday).

#### **Personal Qualities**

The successful applicant should be educated to A'level or equivalent standard and it is desirable for the candidate to have additional qualifications in Business Administration or higher qualifications such as a degree.

Applicants should have proven experience of providing complex support in a busy environment and have experience of working as a Personal Assistant. We are looking for hardworking, enthusiastic candidates able to demonstrate a high level of commitment and support for this pivotal role. The candidate should have high level ICT skills, a creative approach to problem solving and be able to work independently demonstrating a good attention to detail. Experience of working with young people in an educational capacity is also an advantage.

#### **Responsibilities of the Post-Holder**

In accordance with the job description of Executive Assistant, the post holder will:

- to provide confidential and efficient secretarial and administrative support to the Executive Principal and Joint Interim Heads of Academy
- to provide confidential and efficient administrative support to the Director of Human Resources
- to manage and have responsibility for planning, organising and delivering key academy and community events, as outlined in the academy calendar
- to act as administrative lead within the academy and line manage administration staff as appropriate
- play a full part in the life of the academy community, supporting its distinctive ethos and encouraging staff and students to follow this example.

## **Wider Contribution**

All staff are encouraged to contribute to the academy's rich extra-curricular programme, and all candidates will be provided with the opportunity to discuss their personal interests at interview.

As one of the largest educational establishments in Essex, there are many opportunities for career progression and development.

## **Remuneration**

Annual salary for the Executive Assistant will be in accordance with the academy Local Government Pay Scale, which for appointment for a full time post currently involves a salary within Band 4 Point 31 – 34. Actual salary offered will be £26,662, pro rata equivalent of point 31 including an allowance for holiday pay. Salaries are reviewed by national negotiation with effect from 1<sup>st</sup> April each year. Progression through the pay scale is subject to an acceptable annual performance management review process.

## **Application Process**

If you are interested in the position and wish to discuss the post prior to application, please email Mrs Sarah Freeman, Director of Human Resources, at [s.freeman@plume.essex.sch.uk](mailto:s.freeman@plume.essex.sch.uk), to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our team. The Director of Human Resources will be pleased to discuss the post and provide further information about the academy.

To apply please complete the Plume Academy application form (please see link via our website). This must be completed and submitted to [HR@plume.essex.sch.uk](mailto:HR@plume.essex.sch.uk) by the closing date stated (unaccompanied CVs or third party application forms will not be accepted). If submitted by post, please email as above to advise that the application will be sent and send to:

Mrs Sarah Freeman  
Director of Human Resources  
Plume, Maldon's Community Academy  
Fambridge Road  
Maldon  
Essex  
CM9 6AB

Closing Date: 12 noon Friday 9 October 2020

Interviews are likely to take place week commencing 12 October 2020.