



Park Vale
Academy

PARK VALE ACADEMY

Top Valley Drive, Top Valley, Nottingham NG5 9AZ
Tel: 0115 822 1244
Email: admin@parkvaleacademy.org.uk
Website: www.parkvaleacademy.org.uk
HT: Mr S Bowhay BA
NOR: 797 [11-16]

OFFICE MANAGER/PA TO HEADTEACHER
The Redhill Academy Trust Pay Scale, Band 9
£23,645 - £26,100 per annum (FTE)
37 hours per week
All Year Round
(Term time+2 weeks considered)

Required to start as soon as possible, we are seeking to appoint a suitably qualified person to be responsible for leading a highly efficient, effective and flexible team of administrative staff to help the academy function effectively, whilst being an efficient Personal Assistant to the Headteacher and administrative support to the Senior Leadership Team.

The successful candidate will need to be reliable, flexible, well organised and willing to take an active role in all aspects of school life.

For further details and an application form please visit our website at www.parkvaleacademy.org.uk or email hr@redhillacademytrust.org.uk.

As Park Vale Academy is committed to safeguarding children practices, any appointment will be subject to an enhanced DBS check and successful references.

Closing date: Midday Thursday, 10th January 2019

Interview date: Monday, 14th January 2019

REDHILL ACADEMY TRUST
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