



The Bishop of Winchester Academy

PA to Leadership Team

Full-time, term time only or part-time hours considered

Salary: £27,855 (based on 37 hours per week, 52 weeks)

TBOWA Support Staff Scale: 24

Are you looking for a career in a thriving, friendly and supportive environment where staff welfare is a priority? Are you passionate about making a difference to the lives of young people in a role that really matters? If so, The Bishop of Winchester Academy wants you!

We are seeking a Personal Assistant to play a key role in supporting our leadership team. You will work with a highly professional group of people and will be crucial to the smooth running of the academy and provision of an exceptional service, believing in the inclusion and success of all our students and giving them the best possible prospects for their future lives.

You must have English and Maths GCSE (or equivalent) at grade C or higher and experience of MS Office. Alongside a proven ability to handle a range of tasks accurately and efficiently, you will be able to exercise both discretion and initiative. You will be resilient and hard working with high expectations and be open to new approaches. As this role provides support to the leadership team, you must be motivated by commitment and making a difference to the needs of our students.

We would be delighted to take you on a tour of the school and give you the opportunity to meet us and answer any questions you may have.

As **PA to the Leadership Team**, you will be welcomed into an experienced team of professionals to:

- Complete all aspects of administration for the Leadership Team
- Minute meetings and other key events
- Develop, implement and maintain record keeping processes
- Support and liaise with staff, parents and external agencies as appropriate
- Be a positive role model to our students, making a lasting impact on their lives

The Bishop of Winchester Academy is a thriving Church of England school, recently recognised by Ofsted as prioritising 'wider opportunities alongside achievement so that pupils "live life to the full." (Ofsted 2023). Operating from recently refurbished facilities, our shared mission to improve the life chances of all of our students is at the very centre of our work.

We put the welfare of our staff at the heart of everything we do and can offer you:

- Generous employer pension contribution at **23%** basic salary from April 2024
- Career development with a bespoke CPD programme
- Excellent newly refurbished teaching facilities with free onsite parking and good local public transport links
- Employee Assistance Programme and Cycle to Work scheme
- Close proximity to beaches and the Jurassic Coast to assist your work life balance

To apply for this **PA to Leadership Team** role, please visit the vacancies section of our website to complete an application form: <https://www.tbowa.org/staff/-vacancies/support-staff> . Please email completed application forms to recruitment@tbowa.org, addressing your covering letter to Mr Paul McKeown, Principal.



*The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for all successful applicants. **Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CV's.** We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.*

