



# The Bishop of Winchester Academy

## PA to Leadership Team

Full-time or Part-time

**Salary: £25,930** (based on 37 hours per week)

TBOWA Support Staff Scale: 24

*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.*

The academy is seeking a **motivated** and **proactive** Personal Assistant to play an instrumental role in providing a **steadfast support** for our busy Leadership Team.

The successful candidate will be **highly committed** and **passionate** about supporting the Leadership Team in meeting the needs of our students so that they can achieve their full potential. You will be driven by the prospect of **making a difference**.

### The successful candidate will:

- Hold both English and Maths GCSE at C grade or higher
- Show commitment in all areas of safeguarding and keeping children safe in education
- Bring enthusiasm, flexibility and an openness to new approaches
- Have excellent communication and organisation skills

### Your responsibilities will include:

- Completing all aspects of administration for the Leadership Team
- Minuting meetings and other key events
- Developing, implementing and maintaining record keeping processes
- Supporting and liaising with staff, parents and external agencies as appropriate

As **PA to the Leadership Team**, you will join a growing and supportive team in addition to:

- Enrolment into the LGPS – one of the most **generous pension schemes** in the UK, offering a **21% employer contribution**
- **Employee Assistance Programme**
- **Strong travel links** and staff parking
- Close **proximity to beaches**, supermarkets and coffee shops
- Cycle to work and IT Purchase schemes

**To apply** for this 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](mailto: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. This post is therefore exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. An enhanced DBS check is also required for all successful applicants. **Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CVs.***

Closing Date for Applications: **Midnight, Sunday 8<sup>th</sup> October, 2023**

