

## ASSISTANT TO THE SENIOR LEADERSHIP TEAM

Oakway Academy, off Oakway, Wellingborough, Northants



NJC Scale Point 18 to 20 (18,870 to £19,819 FTE) Actual Salary £16,623 to £17,459 per annum)  
37 hours per week, 40 weeks per year (term time plus two weeks)

We are seeking an enthusiastic and reliable person to provide high quality secretarial and administrative support to our Senior Leadership Team. This busy and varied role demands applicants who are self-motivated and confident with strong organisational skills.

### If you

- have recent experience of working successfully in a busy administration role
- have excellent ICT and minute taking skills
- have excellent interpersonal and communication skills to deal effectively with colleagues and parents
- can prioritise your workload and work effectively as part of a team
- are willing to actively engage with the wider school community
- have the ability to take minutes at confidential meetings

then we would love to hear from you.

### You can find out more about this role by

- obtaining a candidate pack and application form from our website [www.hattonacademiestrust.org.uk](http://www.hattonacademiestrust.org.uk) or contact Mrs E Snell, Personnel Manager on 01933 221417 or email [personnel@hattonacademiestrust.org.uk](mailto:personnel@hattonacademiestrust.org.uk)

**Applicants are encouraged to arrange an informal visit prior to submitting an application using the HAT application form. Please note applications cannot be accepted by CV only.**

**Closing date for receipt of applications 9.00am Monday 14<sup>th</sup> January 2019**

**Interviews to be held on Friday 18<sup>th</sup> January 2019**

We are an Equal Opportunities employer and welcome applications from appropriately qualified persons regardless of gender, race, religion, disability or age. Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants are required to complete an enhanced Disclosure Bureau Service check and any offer of employment will be subject to satisfactory references.