

<b>Dates:</b>	Apply by 9:00am on Wednesday 20 <sup>th</sup> November 2019
<b>Job start:</b>	January 2020
<b>Salary Point Range:</b>	34 - 38
<b>Annual Salary:</b>	£18,096 - £19,865 (Pro rata of FTE: £35,440 - £38,906)
<b>Contract type:</b>	Term time only: 39 weeks per academic year, 22.5 hours per week (7.5 hours 3 days per week or 4.5 hours 5 days per week)
<b>Contract term:</b>	Permanent

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*'The best school I've ever worked at: the culture, the staff and students, the training, everything!'*  
(Staff member)

*'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed'* (Visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, we are national debating champions, our basketball team is in National League 1, and in 2017/18 our music department won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award.

We are seeking to appoint an experienced Personal Assistant to the Principal. The successful candidate will be totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at University or equivalent, thrive in their chosen field and live a great life.

#### **Do you have?**

- Education to A Level/NVQ Level 3 standard or equivalent?
- Previous experience as a PA/Secretary within an educational setting?
- Excellent organisational and I.T Skills using Microsoft Office?
- The ability to communicate effectively, multitask and provide an efficient administrative service?

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download and complete the application form and the additional information and monitoring form. Please ensure that you read our school workforce privacy notice. The deadline for applications is: 9:00am on Wednesday 20<sup>th</sup> November 2019. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk). We encourage applicants from all sectors of the community to apply. **The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.**