

The East Manchester Academy
A Member of the Education and Leadership Trust
60 Grey Mare Lane, Manchester, M11 3DS
Academy Headteacher: Ms J Bowen
Tel: 0161 230 8039 **Fax:** 0161 223 2245
Web site: www.theeastmanchesteracademy.co.uk
Email: recruitment@temac.co.uk

PA to the Headteacher

Full Time, Permanent
Required as soon as possible

Grade 7 Points 26 - 30: £30,451- £33,782 (Actual Salary)

At TEMA, we are passionate about our students and community and are committed to achieving our ambitious vision.

'We will equip all students with the skills, abilities, attributes and qualifications to pursue a fulfilling career, contribute positively to their communities and be active, global citizens.'

We are on a transformative journey of improvement and our recent Ofsted monitoring report shows how far we have come. Now, we are looking to add further capacity and expertise to our team. If, like us, you passionately believe in social justice and the power that education can have on students' life chances, this post will provide an ideal opportunity to join a like minded forward thinking team here at TEMA.

This role is an excellent opportunity for a highly organised and ambitious professional to make a tangible difference to students but also to our staff. You will work alongside highly effective middle and senior leadership teams to ensure all members of staff are supported by an effective and efficient business support service adding additional capacity to our teams across the academy.

You will be a confidential personal assistant to the Headteacher who provides confidential clerical support to the wider Senior Leadership Team. You will oversee an effective administrative service to the school, ensuring duties are assigned, cover is arranged and that staff have the abilities and skills to provide continuity of administrative and clerical support to facilitate the smooth management of operation of school administration.

Communication, confidentiality and being able to lead a team successfully to drive administrative improvements.

At TEMA we understand that investing in our staff is the best investment in our students and offer a wide range of strategies to help our teachers and support staff be highly effective in their roles. This includes:

- Strategic partnerships with external organisations to support staff development
- A genuine commitment to wellbeing and effective workload management
- Opportunities for flexible and or part time working
- Bike2work scheme
- Gym membership
- Employee Assistance
- Pension Fund
- On-site parking for staff

The successful candidate will join an academy that is relentless in its drive to ensure our students and staff alike achieve their very best and our proud of themselves. We are proud to serve our diverse and inclusive community and wish to appoint a practitioner who shares our commitment to young people in challenging circumstances who believes that excellent leadership can leverage high levels of performance and remains optimistic in the face of adversity.

The East Manchester Academy is committed to safeguarding, child protection and promoting the well-being of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check prior to starting.

Please visit our website to learn more about us (<https://www.theeastmanchesteracademy.co.uk>) and contact: recruitment@temac.co.uk if you would like to arrange a visit to the academy prior to application.

The academy is part of The Education and Leadership Trust. The Trust is a multi-academy Co-operative Trust, which came into effect in September 2014 comprising three schools; The East Manchester Academy, a mixed school of nearly 1,000 students in the heart of Manchester's regeneration area, Whalley Range 11-18 High School, a girls school of 1,500 students and Levenshulme High School, a girls school which is three miles away with a very similar, diverse community.

Please return your application form to recruitment@temac.co.uk by **09:00am on**

Monday 27th September 2021

Interview Date: TBC

As it is not possible to inform each applicant if they have been selected for interview, if you have not been contacted before the interview date please be aware that you will not have been successful on this occasion.

Successful applicants are subject to appropriate vetting procedures and a satisfactory Enhanced Check from the Disclosure and Barring Service