



Academies Trust

Principal's Personal Assistant

Location: Co-op Academy Swinton

Salary: Grade H (SCP12 – 22), £27,711 - £32,654

Actual salary for term time only plus 15 days, £25,243 - £29,746

Contract: Permanent

Hours: 36 hours per week

Start date: TBC

[An exciting opportunity has come along to join our Co-op Academy Swinton Academy Team for a new dedicated Personal Assistant for the Principal.](#)

As a Personal Assistant, you will work with the Principal to provide effective and administrative support to ensure that the Principal is fully supported in all aspects of their work. This includes being the first point for all emails, letters, telephone calls and coordinating the Principal's calendar to ensure that time is allocated efficiently. You will maintain and update the filing and email systems, type up accurate reports and ensure that this is done in a discreet and highly confidential manner. You will also be responsible for making travel arrangements, accompanying the Principal to a variety of meetings as and when required to provide support for the Principal, as well as organising venues, resources and refreshments.

Key responsibilities also include taking the lead in the administration of permanent exclusion (PEX) cases and suspension cases, including preparing the packs, data, tracking and analysis of the PEX and suspension cases. This also involves communicating with Local Authority Services regarding the cases and communicating these cases with parents and arranging and booking reintegration meetings.

You will work closely with the HR Advisor and Office Manager to provide administration support when required, Chair of Governors and other members when appropriate and support the Senior Leadership Team (SLT) and Vice Principals and you will coordinate what is necessary between the Principal and SLT. You will also be required to undertake first aid duties and exam invigilation as required.

You will be required to gain an extensive knowledge of the organisation's set-up and who the key personnel are and to have a thorough knowledge of the aims and objectives of the academy and to ensure that these are regularly communicated to staff.

Successful candidates are expected to work on their own initiative with minimum supervision and manage their own workload on a daily basis to meet priorities and deadlines and feel confident in doing so. You will be proactive, well organised and passionate about creating the best possible environment for our staff, students, visitors and customers. Experience of working in a busy administrative/office environment is essential.



Academies Trust

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for 30+ academies in Yorkshire, Greater Manchester, the Wirral and Stoke-on-Trent, with the Co-op Group acting as the sponsor.

You'll join a talented staff team and a successful partnership of schools which is committed to raising the educational ambitions of the communities it serves.

An excellent career and professional development offer are also at the heart of the academy's commitment to you. In addition, you will have the opportunity to link with other Co-operative Academies across the North West. Our core co-operative values define us. Every member of staff in our academy follows our 'Ways of Being';

Do what matters most | Be yourself, always | Show you care | Succeed together

For further detailed information please refer to the Job Description and Person Specification.

Benefits

- 27 days annual leave + bank holidays (this increases with length of service)
- Local government pension scheme
- Discounts on various Co-op branded products
- Co-operative credit union
- Discounted gym membership and leisure activities
- Season ticket and rental deposit loans
- Colleague Assistance via Health Assured
- Cycle to Work scheme
- Flu Vaccine

How to apply

Closing date: 3rd December 2024 by 10am

Interviews: w/c 9th December 2024

Applications are made via Face Ed which can be found via the Co-op Academies Trust vacancies website -

If you have any questions about submitting your application and using the Faced ed system, then please contact Hannah Murphy, HR Advisor, by emailing hannah.murphy@coopacademies.co.uk

If you'd like to have an informal discussion regarding the role, please contact Zarina Ali, Principal, by e-mailing zarina.ali@coopacademes.co.uk

Please find further information about Co-op Academy Swinton, please visit the website:

[Co-op Academy Swinton - Home \(coopacademies.co.uk\)](https://coopacademies.co.uk)

To find out further information about the Co-op Academies Trust visit:

[Co-op Academies Trust - Home \(coopacademies.co.uk\)](https://coopacademies.co.uk)



Academies Trust

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check, with appropriate children's barred list check. A person who is included in the children's or adults barred list commits an offence if they engage in regulated activity from which they are barred.

We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.