

Vacancies automatically appear in the job opportunities circular; libraries; job centres and on the Sheffield City Council website

SCHOOL NAME ADDRESS TEL/FAX EMAIL	Five Rivers Multi Academy Trust Tinsley Meadows Primary Academy Norborough Road SHEFFIELD S9 1SG Tel: 0114 2441842 Email: applications@tinsleymeadows.sheffield.sch.uk
POST TITLE	Part Time PA to Senior Leadership Team
IS THIS A NEW POST? Y/N HAS THIS BEEN TO ALLOCATION PANEL Y/N	No
IF THE POST IS TEMPORARY PLEASE GIVE THE REASON	
GRADE & SALARY	Grade 5 £20,456 - £23,935 pro rata (£10.63 per hour)
JOB FAMILY	Business Support
ROLE PROFILE	
JOB DESCRIPTION IDENTIFICATION NO	
IF THIS ADVERT IS THE RESULT OF AN EMPLOYEE LEAVING THE POST - PLEASE PROVIDE THEIR NAME HERE	
HOURS PER WEEK	18.5 hours per week – some degree of flexibility is required as there may be a requirement to attend SLT/Teaching School meetings
WEEKS PER YEAR: E.G. 52/38/39	39
CLOSING DATE	Friday 13 th April 2018
INTERVIEW DATE	TBC

**POST DETAILS
FULL ADVERT AS IT
IS TO APPEAR
INCLUDE SALARY,
HOURS
CONTACT DETAILS,
TEMPORARY
REASONS, CLOSING
DATE
ETC**

Tinsley Meadows is part of Five Rivers Multi Academy Trust and is a leading Sheffield school for pupils aged 2 – 11 years. We have a vast amount of experience in raising attainment which in turn, helps us to raise children's aspirations for a happier, safer and more positive future.

Tinsley Meadows Primary Academy are seeking to appoint a highly motivated and experienced part time PA to take the lead in the planning, development and operation of the Senior Leadership Team and Teaching School administrative systems.

You will be an excellent organiser and communicator with a proactive and friendly attitude. You will have the ability to multi task and be flexible enough to work in this complex and demanding school environment. You will also be able to work well under pressure to meet tight deadlines.

Experience of working as a PA is essential and you should have excellent computer skills and highly developed organisational skills with a meticulous and thorough nature.

If you think you have the skills, knowledge and passion to work in a school where you can really make a difference please contact the school for an application pack:

Allison Brunt
Business Support Manager
Tinsley Meadows Primary Academy
Norborough Road
SHEFFIELD S9 1SG
Email: applications@tinsleymeadows.sheffield.sch.uk

The school is committed to safeguarding and promoting the welfare and safety of children and expect all staff to share this commitment. The successful candidate will be required to complete a Criminal Records Disclosure Form in line with Section 115 of the Police Act 1997.