



PA TO THE HEADTEACHER

GRADE 5 £26,421 – £32,076

(Actual Salary: £24,103 - £29,261)

37 hours per week, term time only, plus 3 weeks

The Headteacher and the Governors, are seeking to recruit a motivated and flexible person to support the Headteacher in continuing to deliver high standards of education. You will have excellent communication skills and will provide effective PA and administrative support. It is a critical role within the school with wide ranging administrative and organisational responsibilities. The post holder needs to be honest, discrete, patient, calm, trustworthy and highly self-motivated as the role is pivotal in a demanding and busy school.

Lyng Hall is an exciting co-educational academy in Coventry and an extremely popular choice with local parents. We are significantly over-subscribed with a full cohort of Year 7 to 13 students. We are recognised nationally for the quality of our support for children and their families and for ensuring the well-being of children. We deliver excellent learning opportunities and have created a relentlessly positive environment which focusses on kindness. Staff enjoy working here and turnover is low.

Lyng Hall is committed to the personal development of all of their staff and can offer:

- ✓ Outstanding professional development
- ✓ Supportive staff and a strong team ethos
- ✓ Supportive leadership
- ✓ Potential progression opportunities in a growing Multi Academy Trust
- ✓ Superb facilities

Closing Date: Monday 2nd September 2024 @ 9am

Interview Date: TBC

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. We will be shortlisting and interviewing candidates as the applications are received.

How to Apply

Applications are submitted through our Every Candidate Portal. Click the link below to take you directly to the site.

<https://candidates.every.education/Vacancies/Details?advertKey=9eb24cbb-df2e-4cce-a997-c9fb5b83ae12>

Alternatively, you can click on the 'application form' on our careers website which will direct you to the application page.

To request any of the documents in an accessible format, or to request an application form via email please contact apply@finhampark.co.uk or call 02477 180000 and select option 2 for HR.

If you are a new user to our portal, you can click on 'Register' to complete your candidate profile. If you want to apply directly for this role and not save your data for any future vacancies, you can click on the 'Apply Now' button at the bottom of the Every page.

For further information on this role and other opportunities within the MAT, please visit <https://careers.fpmat.co.uk>

Finham Park Multi Academy Trust requires all applicants to be eligible to work in the UK with no restrictions as we are unable to offer sponsorship/work visas. You will be required to provide proof of Right to Work at interview stage and if you are offered a job position with us.

Online Checks

In line with KCSIE (Keeping children Safe in Education) 2023 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application

Lyng Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.