



## **Isca Academy**

### **PA to the Headteacher**

**Working hours:** 37 hours per week over 41 weeks, to include all term time  
(A contractual enhancement will be applied to provide for contractual leave)

**Actual Salary:** £16,838 - £19,881 rising to £17,442 - £20,845 from 1<sup>st</sup> April 2019  
Grade D – with Market Supplement of 2 increments

**Do you have a relentless drive and commitment to work within an organisation that provides a highly inclusive, creative and engaging education for all children?**

We are seeking to appoint a highly motivated, organised and enthusiastic Personal Assistant, who is committed to supporting our Headteacher with a responsive, accurate and efficient service. This is an exciting opportunity to be part of a vibrant and ambitious Academy which is part of the Ted Wragg Multi-Academy Trust.

The successful post holder will provide a comprehensive administration service for the Headteacher, managing her diary, preparing and distributing documents and managing incoming and outgoing correspondence. You will respond to student requirements, manage contact with parents, external agencies and press, co-ordinate recruitment processes and whole school events. You will work closely with the Headteacher to assist her to meet the requirements of her role. You will also provide administrative support to the Trust's new inclusion hub, The Bridge.

The Headteacher and Leadership Team at Isca Academy are passionate, friendly, motivated and highly committed and have led the school successfully through a time of change, resulting in improved outcomes and a 'Good' Ofsted judgement. The relationship between the successful candidate and the Headteacher is critical and as a result we would welcome visits from interested candidates to meet the Headteacher prior to applying.

Isca Academy prides itself on a tradition of being an inclusive community school. Our students have a broad range of abilities and aspirations on entry, from able, gifted and talented to students needing more support with literacy and social skills. Beyond academic credentials, we firmly believe in the value of a more rounded education which promotes creativity, self-belief and confidence, and as such we pride ourselves on our exceptional range of extra-curricular and outdoor education programmes.

We currently have a roll of 826 students, building up to a capacity of 950, located on a recently designed campus with purpose-built accommodation, offering spacious and excellent teaching and learning facilities.

If you are a person with excellent interpersonal skills and have all of the necessary experience to fulfil the role, then we would be interested in your application.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Application forms and further information are available from our website:  
[www.iscaexeter.co.uk](http://www.iscaexeter.co.uk) or by email to [bharrad@iscacollege.devon.sch.uk](mailto:bharrad@iscacollege.devon.sch.uk)

**Closing date for applications:** 10am on Monday 11<sup>th</sup> February 2019  
**Interviews will take place:** Friday 15<sup>th</sup> February 2019