

**Personal Assistant to Headteacher / Office Manager**  
**The Redhill Academy Trust Pay Scale**  
**Band 9, Scale Points 41-45**  
**£24,781 - £27,354 per annum (FTE)**  
**Actual Salary £21,946 to £24,224**  
**Full time, 37 hours per week, permanent**  
**Term time + 2 weeks**  
**Required as soon as possible**

We are seeking to appoint a suitably qualified person to be responsible for leading a highly efficient, effective and flexible team of administrative staff to help the academy function effectively, whilst being an efficient Personal Assistant to the Headteacher.

The successful candidate will need to be reliable, flexible, well organised and willing to take an active role in all aspects of school life.

In 2016, South Nottinghamshire Academy (SNA) moved into its £10 million brand new school and became part of the successful Redhill Academy Trust. We are an increasingly popular 11-18 school located in the village of Radcliffe-on Trent near Nottingham and in February 2017, we again secured a 'Good' Ofsted judgement in all areas of inspection.

The Academy is also a member of Redhill College of Leadership and Development and as such there are excellent CPD opportunities and the chance to work alongside other high performing schools in the region.

For further details and an application form please visit our website at [www.southnottinghamshireacademy.org.uk](http://www.southnottinghamshireacademy.org.uk) or email [e.punter@snacademy.org.uk](mailto:e.punter@snacademy.org.uk).

SNA is committed to safeguarding children practices; any appointment will be subject to an enhanced DBS check and successful references.

**Closing date for applications: Midday, Monday 21<sup>st</sup> February 2022**  
**Interview to take place: TBC**