

## Business Support Officer / PA to Head teacher

Salary: Band D point 20 - 25

Hours: 37 hours per week, term time plus 3 weeks (8:00-16.00 Mon-Thurs, 8.00-15.30 Fri)

A unique opportunity exists to join Victoria Park, an outstanding Primary academy in the top 1% of schools nationally and shortlisted for the TES School of the Year. We are the lead academy in Victoria Academies Trust.

Victoria Park Primary Academy (VPA) are looking to appoint a Business Support Officer to be responsible for the day to day administration and processing for the academy. We would like to appoint a well-motivated person to be part of our administration team. We are seeking someone who can provide a range of business support activities which include telephone enquiries, scheduling appointments, organising school visits, low level HR and payroll tasks together with providing a personal assistant role to the Head teacher. All of which enable the school to meet its statutory obligations and provide a timely and effective service to the whole school community.

Your role and responsibilities will encompass interesting, varied and challenging tasks where effective communication, organisation and flexibility would be paramount. Reliability and the ability to work individually and as part of a team, effective time management skills, computer literacy and the ability to prioritise you own workload are essential key qualities for this post.

The role would suit an ambitious individual who strives to expand their knowledge and experience and holds at least NVQ3 in business and administration (or equivalent). We are seeking someone with a meticulous eye for detail and a tenacious approach with a background in administration gained within a school setting.

Application packs and job specification are available to download from our school website and are to be returned for the attention of Sue Rackham Academy Business Manager on [Susan.rackham@victoriaparkacademy.org.uk](mailto:Susan.rackham@victoriaparkacademy.org.uk)

Victoria Park Primary Academy are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure.

Closing Date: 04.06.18 12:30pm  
Shortlisting Date: 05.06.18  
Interview Date: 12.06.18  
Start date to be discussed at interview.