At the core of the St John Bosco Multi Academy Company is a commitment to offering quality Catholic education to the children, the families and the communities that we serve. Since starting out as a partnership between three schools in 2013 the multi academy has gone through two phases of growth and is currently responsible for approximately 2819 children and young people and approx. 300 employees in five schools. In the first term of 2021 we are completing the third phase of our four-phase growth strategy with the conversion of two new schools on 1 Sept 2021. The fourth and final phase of our growth strategy will commence in June 2022.

To support this growth our Directors are looking to strengthen the existing Central Executive Team by recruiting a

Personal Assistant and Administrator to the Executive Team

Grade 7, £22,040 - £24,475 (39 weeks) actual

The PA/Administrator will support the Central Executive Team and wider MAC by:
1. providing executive administrative support to the Central Executive Team
2. supporting on improved communications through the production of high-quality documentation
3. offering a high quality Personal Assistant role to the CSEL

The PA/Administrator is an integral part of the Central Executive Team. In addition to the specific duties in relation to administration the successful candidate will be expected to play a key role in enabling the system wide delivery of the objectives of the Multi Academy and will help to shape the direction and the strategy for future of the MAC.

For details including a full Job Description and application form please visit our website www.sjbca.co.uk

Closing Date: Monday 6 June 2022

Interviews will be held w/c 13 June 2022

Completed application forms should be sent to recruitment@sjbca.co.uk

We are committed to safeguarding and promoting the welfare of the children; therefore, the post is subject to medical clearance and an enhanced DBS check.