



**Executive Assistant
to Headteacher at Sandringham School / CEO AAT**

Hours: 20-hours a week
Weeks: Term Time + 1-2 weeks worked flexibly
Contract: Initial 12-months FTC
Salary: H7-9 plus fringe
Starting: September / October 2022
Closing Date: 9am, Monday 22nd August
Interviews: Late August

We are looking to appoint someone with the skills to support the senior leader of Sandringham School and the Alban Academies Trust (AAT) in the delivery of strategic operations, both at school and trust level.

This is an exciting new position and will suit someone who wishes to make a difference to the education of young people by supporting at a strategic level to deliver high-quality outcomes for all.

You will need excellent organisational, planning, and presentation skills, be able to interpret data to make it meaningful, produce high quality material, be a great communicator, able to work and collaborate with senior leadership across the school and trust, and be a team player, able to think creatively, and work independently when needed.

It is not necessary to have had direct experience of working in a school or education setting, though you must have an inherent interest in the role of education in our society, be willing to learn fast, and contribute to an outstanding education environment.

You should have attention to detail and the highest expectations for what can be achieved.

If this opportunity is of interest, we would love to hear from you.

Salary:

H7-9 depending on skills and experience

20-hours to be worked term time, plus up to 2-weeks (to be worked flexibly), including holiday

Full time salary range **£26,564 - £35,973** (actual salary pro-rata based on agreed hours and weeks worked)

Benefits include:

- Access to the Local Government Pension Scheme
- Professional development
- Children of staff admission policy
- Cycle to work scheme

Our School:

Sandringham School is a high performing and extremely popular Outstanding rated school situated in St. Albans. It is part of the Alban Academies Trust, a Multi Academy educational trust made up of seven primary and secondary schools, each with their own distinctive character. The Trust mission is to build a learning community that shares and promotes educational excellence for everyone. You can learn more about our Trust and browse information about our individual schools in the 'Our Schools' section of our website <https://albanacademiestrust.org.uk/our-schools/>.

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate. Full details are available from our website www.sandringham.herts.sch.uk or www.teachinherts.com Applications should be sent to: Kate Ward, HR Manager, Sandringham

Sandringham School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references. We are strongly committed to promoting equality of opportunity and the elimination of unlawful discrimination.