

Headteacher's PA and HR Manager

Turves Green Boys' School

Turves Green, Northfield, Birmingham, B31 4BS

37 Hours – Monday to Friday (All year round)

Salary - Grade 10 Spine points 37-40 - £26,089 – £27,666

Start date – End of August 2022

We are seeking to appoint an experienced and well-qualified PA and Human Resources specialist to support the day to day running of the school. The candidate should have excellent secretarial, administrative and interpersonal skills, have excellent communication skills (both written and oral), be highly organised, reliable and flexible in their approach.

You will have experience of working in a fast-paced role and have excellent organisational skills and the ability to manage a busy workload.

We can offer:

- An exciting challenge where you can truly make your mark.
- Local Government Pension Scheme
- Annual health check and flu jab
- Salary sacrifice schemes e.g Cyclescheme, Techscheme.
- Money saving deals and vouchers, from restaurant vouchers, discount holidays, money off fashion, mobile phones, and utilities.
- The benefits of being part of the forward-thinking Matrix Academy Trust.
- A wide range of professional development opportunities and the opportunity to work with some of the best educational professionals in the country.

To arrange a visit please email the Headteacher, Mr James Till jtill@tgbs.co.uk. On our website, under the vacancies section, you can download an application form and send it to the Headteacher.

Application Deadline: Monday 4th July 2022

Early Applications Welcome

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS clearance and pre-employment checks in accordance with Keeping Children Safe in Education