

Executive PA

Dates: September 2024

Salary: £16,750.36 - £17,946.82 (£28,770 to £30,825 Full time equivalent)

HRs: 22.5 hours per a week, Term Time only + 3 weeks

Location: UTC Reading

Contract type: Term Time Only plus 3 weeks

Contract term: Permanent

We are looking to appoint an enthusiastic Executive PA to perform a variety of administrative tasks and support our school's senior leaders to join our University Technical College (UTC).

The UTC opened in September 2013 in a new state of the art building, this is not only a relatively new school but a new approach to educating 14-19 year olds; which is possibly the most exciting change in the education landscape in decades.

All students at UTC Reading specialise in either Engineering or Computer Science subjects; at 14 they will also study a broad and balanced curriculum and at Post 16 the curriculum becomes more specialist with A levels in Physics, Mathematics, Chemistry, Biology, Further Mathematics, Business, Psychology and Computer Science. In addition, students can study a specialist BTEC Level 3 course in Engineering or Computing. At capacity, we will be educating 500 students who will all have a passion for Engineering or Digital; it is a truly inspirational environment.

This role will provide you with:

- Working with Senior leaders in a school setting
- HR and payroll experience
- Access to professional qualifications from Microsoft
- Access to colleagues within the UTC and across the Multi Academy Trust

If you believe that this is an environment where you can thrive, develop and substantially contribute to an exciting future for UTC Reading, then you are encouraged to explore further by contacting the Head of School, Jennie Thomson, for a more detailed discussion, if required.

Completed application forms with an accompanying supporting letter should be emailed no later than midday on Friday 21st June 2024 to Nicola Griffiths via the following email utcr-hr@UTCREADING.ORG.UK

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check.