



## **Walton Hall Academy, Eccleshall, Staffordshire, ST21 6JR**

### **Academy Leadership Support Officer/PA**

**Part time, permanent 30 hours per week, term time  
Grade 5, Point 16-20 (FTE £17,419.00 - £19,430.00)**

Walton Hall Academy Council are seeking to appoint an excellent, skilled and efficient Academy Leadership Support Officer to provide support for the Academy Principal and Senior Leadership Team.

The post is available to commence from October 2017

Expectations are that the successful applicant will:

- Provide confidential clerical and administrative support to the Academy Principal and Academy Leadership Team
- Have highly effective communication skills and a commitment to a collaborative, team approach
- Work well in partnership with parents, governors & other stakeholders
- Work within & embrace the ethos of the Academy and The Shaw Education Trust

Application Packs are available from:

HR & Finance Assistant, Walton Hall Academy Tel 01785 850420,  
email [sharris@waltonhall.shaw-education.org.uk](mailto:sharris@waltonhall.shaw-education.org.uk)

For further details about this post please contact Sarah Harris, HR & Finance Assistant on 01785 850420

Closing date: 12 noon, Monday 25<sup>th</sup> September 2017. Applications received after this time will not be accepted. Interviews will be held on Monday 9<sup>th</sup> October 2017. Start date will be Monday 30<sup>th</sup> October 2017.

*The Shaw Education Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment*

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting [www.crb.gov.uk](http://www.crb.gov.uk)

