



Hampton Academy
Hanworth Road
Hampton
TW12 3HB

Principal: Dr. Sue Demont

PA to Principal & Academy Administrator

**Scale SO1 Point 29 £26,400 (£23,960 pro rata)
36 hours per week, 42 weeks per year
(School terms + 3 weeks by negotiation)**

The Principal of Hampton Academy seeks a well organised and flexible PA to undertake a wide range of administrative and executive functions with professionalism and confidentiality. The PA will handle all administrative and executive support for the Principal and Associate Principal, including personnel and promotional work, and will be able to work on their own initiative with minimal supervision. The PA will line manage and performance manage at least two members of support staff.

Hampton Academy is run by the Learning Schools Trust, and the post will require regular liaison with the LST's Shared Services Team

Visits to the academy are welcomed. Please contact Mary Aston on maston@hamptonacademy.org.uk to arrange an appointment

Hours: 8 am to 4pm (some flexibility required)

Application pack can be downloaded from:
www.learningschoolstrust.org.uk

Closing date: Friday 24th February 12 noon
Interviews: Thursday 1st March
Start date: Monday 16th April

The LST is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates must be willing to undergo Enhanced CRB and other checks appropriate to the post

The LST is an equal opportunities employer