



MELBOURN
VILLAGE COLLEGE
EVERYBODY IS SOMEBODY



PA to Principal/HR Administrator

Scale SO1, Points 23 - 25 (£27,741 - £29,577)

37 hours per week, 52 weeks per year

Melbourn Village College, as part of the Cam Academy Trust, is seeking an experienced Personal Assistant/HR Administrator. This role is key to supporting the school in attaining its aims and objectives by providing secretarial and administrative support to the Principal, line managing the reception team and being responsible for HR within the school.

The successful candidate will be highly organised, comfortable working at pace and to tight deadlines, and have the ability to make decisions with rapidly changing priorities.

Melbourn Village College is a successful and ambitious school with 600 students. We are committed to equipping students with the skills they need to be successful in their future lives, leading to a strong community feel. Here, **everybody is somebody**.

To apply for this position please forward your completed application form along with a covering letter detailing how you meet the requirements of the Job Specification to Mrs K Doyle via email on kdoyle@melbournvc.org by midday on Monday 21st June.

For details of this vacancy and any others across The Cam Academy Trust, please visit www.melbournvc.org

Melbourn Village College is an Equal Opportunities Employer and welcomes applications from all.

Melbourn Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is classed as regulated activity and an enhanced DBS check will be required