



MELBOURN
VILLAGE COLLEGE
EVERYBODY IS SOMEBODY



PA to Principal/HR Administrator
Scale SO1, Points 29 – 31 (£26,470 - £28,221)
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 to support the college in attaining its aims and objectives by providing secretarial and administrative support to the Principal and responsibility for HR.

Student progress is proven to be consistently high and the college is committed to equipping students with the skills they need to be successful in their future lives. As a successful and ambitious school with 600 students there is a strong community feel. Here, everybody is somebody.

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.

To apply for this position please submit an application form and covering letter to Mrs J Savage via email on jsavage@melbournvc.org by midday on Friday 15th March 2019. Interviews will be conducted during the following week.

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