

Forward2Employment

PA/Administration Assistant

Contract	Permanent Term Time only 10 hours per week (can be flexible with days)
Salary	NJC D2 £24,404 to £27,269 plus SEN £1,491 pro rata, all figures are FTE
Location	Knight Business Park Strood
Start Date	April 2025

We are seeking to appoint a dynamic, committed and friendly person to take on this role in our specialist post 16 institution.

You will be dealing with all manner of enquiries in person, via telephone or email and therefore it is essential you have excellent interpersonal skills, the ability to remain calm, professional and patient, and above all to have a good sense of humour in order to maintain the smooth and efficient running of the organisation.

It is important the successful candidate has good communication skills, can effectively multi-task and is proficient with Microsoft Office 365. You must be able to respect confidential information relating to staff, interns and families.

Although the main responsibility of this role is working with the Principal, you will be expected to assist team members in maintaining the running of the institution.

This is a term time only post plus 5 Staff Development Days. The hours are 10 per week, we can be flexible with days.

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Any offer of employment will be subject to satisfactory references and enhanced criminal record check via the DBS system (for Children & Vulnerable Adults).

We are an equal opportunities employer.

Closing Date: 4th April 2025

Please download an application form and further information from our website:

www.forward2employment.co.uk

Completed applications should be sent to Elizabeth.halton@fortistrust.co.uk