



A new and exciting opportunity has arisen for an experienced Personal Assistant to join Copthorne Primary School.

Copthorne Primary School is a busy and vibrant 2 form entry school. Judged “Outstanding” by Ofsted, we are committed to maintaining our high standards. We believe that there are no limits on learning. We offer a friendly, caring environment where staff and pupils alike are encouraged and supported to do their best. We enjoy strong links with our parents and local community. Would you like to join us?

From January 2019 (or as soon as possible thereafter) the Governors wish to appoint **an excellent, full time, personal assistant to the senior leadership team** to join our successful, dedicated and supportive team in this caring, aspirational inner city school.

Copthorne Primary School is part of the Exceed Academies Trust. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers.

The successful candidate will:

- Have experience of working in a school, or similar, office
- Be well organised and able to effectively support a busy senior leadership team
- Maintain confidentiality and be able to deal with sensitive school matters
- Be motivated to make a difference to the lives of children
- Be willing to play a key role in the smooth running of the school

We will offer:

- An outstanding school environment
- A supportive team, within the office, and beyond
- The opportunity to make a difference
- Support and CPD through Exceed Academies Trust

Closing date: Thursday 13th December 2018 (3pm)

Short listings: Friday 14th December 2018

Interview: Tuesday 18th December 2018

For an informal discussion regarding this opportunity, please contact the school office on 01274 501460 office@copthorneacademy.co.uk further details about our school/academy can also be found on our website www.copthorneacademy.co.uk



www.exceedacademiestrust.co.uk

Email info@exceedacademiestrust.co.uk Telephone 01274 574 544

Duncan Jacques Chief Executive Officer

Exceed Academies Trust | C/O Horton Park Primary School | Dawnay Road | Bradford | BD5 9LQ



If you are interested in applying for this role, please do so by submitting an online application at <https://www.prospectsonline.co.uk>

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.