

Faculty Secretary, 32.5 hours per week, term time only, fixed term contract



Tees Valley Collaborative Trust established in November 2017, is a Multi Academy Trust based in the North East of England. www.tvc.ac.uk currently comprising of Prior Pursglove and Stockton Sixth Form College and Errington Primary School, plus a pupil referral unit in Billingham.

At the Stockton Sixth Form College site, we are seeking to appoint a Faculty Secretary who can provide a high standard of administrative support to Faculty Managers and teaching staff, including producing materials and setting up and maintaining administrative systems which support students. You will need excellent organisation and communication skills, as well as a high level of IT competency.

This is a flexible role within the Administration team and you will be expected to provide regular cover on reception. On occasions you will also be expected to carry out work in other areas of the college within your capabilities, such as providing cover in the Resource Centre, assisting with college events or other general admin tasks.

Hours of work will be 8.30 am to 3.30 pm Monday to Friday, but a flexible approach to scheduling work time is essential, as occasional evening or weekend work will be required to cover college events such as Open Events and Parents Evenings.

Salary Scale: SFCA Support Staff Pay Spine Point 3-6 (FTE £18,748 - £19,905 per annum)

Actual starting salary: £14,041.43 per annum (based on an FTE of £18,748 per annum)

Closing Date: noon on Friday 24th September 2021

Interview Date: w/c 27th September 2021

Start Date: Immediate start available

An application pack can be downloaded from www.stocktonsfca.ac.uk. Please contact Vicky Cox, HR Administrator at HR@tvc.ac.uk for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

Tees Valley Collaborative Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

TEES VALLEY COLLABORATIVE TRUST
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