

Job Title	PA to the Executive Team
Size of Post	0.5
Hours of work	18 hours per week
Salary	£15,017 to £15,720 per annum (full time salary £30,033 to £31,440)

This is an exciting opportunity for an experienced individual to join our outstanding Adult Education service. The successful candidate will have previous experience of a similar role and the ability to work effectively and collaboratively with a variety of internal and external stakeholders.

This role requires you to be very well organised and be able to use a variety of Microsoft 365 tools and apps effectively.

The successful candidate will be required to work 18 hours per week, usually in the mornings, and split over 4 or 5 days by agreement.

Interviews to be held week commencing 25th March 2024.

The post will be based in Redbridge Institute's main site at Gants Hill. We have excellent facilities and professional development opportunities for staff.

For further information and an application form, please visit our website
www.redbridge-iae.ac.uk

We only accept applications on our standard application form which must be emailed to
jobapplications@redbridge-iae.ac.uk by Sunday 17th March, 2024.