**Job Advert**

**Executive Assistant to the Principal/Chief Executive**

***(working across the Higher Education Campus at Hartlepool and Further Education Campus at Middlesbrough)***

**Permanent**

**Full time**

**Salary £33,450-£35,316 *(based on increments, starting salary £33,450)***

The Northern School of Art is an independent School of further and higher education delivering innovative industry-relevant programmes of study. The School achieved a Gold award in the Teaching Excellence Framework at Higher Education and is rated Ofsted Outstanding at Further Education.

We are currently recruiting to the role of Executive Assistant to the Principal/Chief Executive. The successful candidate will have an opportunity to provide an efficient, comprehensive and confidential secretarial service, working within the Chief Executive’s office, across the Higher Education campus at Hartlepool and Further Education campus at Middlesbrough, in order to meet the strategic objectives of the institution.

We are seeking a friendly, professional and self-motivated candidate, with at least two years recent experience of working with Senior Executives in a similar role, who is conversant in the use of Microsoft packages and possesses excellent interpersonal, communication and organisational skills in order to manage the demands of an extremely busy office.

The attached job description and person spec provides more information about the main duties and responsibilities that will be involved.

***What will you get if you join us?***

* *Work for an institution that supports work-life balance, and cares for the wellbeing of staff;*
* *Staff development opportunities;*
* *Generous annual leave;*
* *Free confidential counselling service and physiotherapy;*
* *Free eye tests and contribution towards glasses for VDU use;*
* *Free IT products including Microsoft Office and Adobe Creative Cloud;*
* *Professional fees paid by the School;*
* *Staff recognition awards*
* *Free car parking and access to other staff benefits; and*
* *Access to the Local Government scheme (with significant employer contributions).*

To download an application pack, please visit <https://northernart.ac.uk/careers/>

**Closing date for receipt of completed applications: 15/06/2025**

*Please send your completed application to* *jobs@northernart.ac.uk*

*If you are interested in this opportunity and would like an informal discussion about the role please contact: Fiona Johnston, Executive Assistant to the Principal on 01429 858468*

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

This role is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If successful an Enhanced DBS Check (with barred list) will be required. Please note, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

**For Teaching Staff & Technician Demonstrators** Prohibition checks will be carried out for successful applicants.

Additionally, as part of the School’s shortlisting process, an online search will be carried out on all shortlisted candidates.