



Excellence - Collaboration - Respect

Executive Assistant for Connect Alliance Trust

Central Offices at Northenden Community School, Bazley Road, Northenden,
Wythenshawe, M22 4FL

35 hours per week, Term Time Only, Permanent,

Salary: Grade 7 Pt 26 - Pt 30. £37,280 - £40,777 pro rata

Required as soon as possible.

Closing date for applications: Monday 13th October 2025 at 12 noon

Shortlisting date: Tuesday 14th October 2025

Interview date: Thursday 23rd October 2025

Connect Alliance Trust wishes to appoint an experienced, talented and highly organised executive assistant to support the executive team of our newly formed trust.

Connect Alliance Trust, based in Manchester, formed in September 2025 and consists of five Manchester Primary Schools. These include, Barlow Hall Primary School, Beaver Road Primary School, Brookburn Community Primary School, Cavendish Community Primary School and Northenden Community School.

The trust is committed to building a strong family of schools, enhancing educational standards and opportunities for our local communities. Our shared vision and values underpin our trust's development: a commitment to academic excellence, a culture of collaboration and an inclusive environment built on respect. The executive trust leaders have a strong track record in school improvement, having improved schools in need of support and championed the development of teaching talent through local teaching hubs.

As an executive assistant with excellent communication skills, you will:

- Develop strategic communication systems and processes with all stakeholders. Including the opportunity to be creative in developing the trust website and marketing resources.
- Provide efficient and comprehensive administrative support to the executive leaders to ensure the effective management and leadership of the trust.

- Have exceptional organisational skills with the ability to prioritise and meet challenging deadlines.
- Lead the coordination of trust strategy meetings, networks, collaboratives and external partners meetings.
- Have a high level of confidentiality, judgement and professionalism.
- Be proficient and confident in the use of IT.
- Assist in project management and follow up key actions.
- Be able to build positive relationships at all levels.

In return we will offer:

- A supportive and collaborative working environment, which is well resourced.
- A friendly and welcoming staff and school community.
- Opportunities to be at the forefront of innovative developments.
- Exceptional professional development opportunities.
- An opportunity to creatively develop and shape this new role with experienced executive team members.

The application form, job description and person specification can be found on Beaver Road Primary school website or any of our trust school websites:
<https://www.beaverroad.org.uk/>

Applications should be completed electronically and returned by email to joan.pennington@connectalliancetrust.co.uk for the attention of Joan Pennington. CVs will not be accepted.

Connect Alliance Trust is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check. Please be aware that we will be contacting referees for a reference before the interview.

