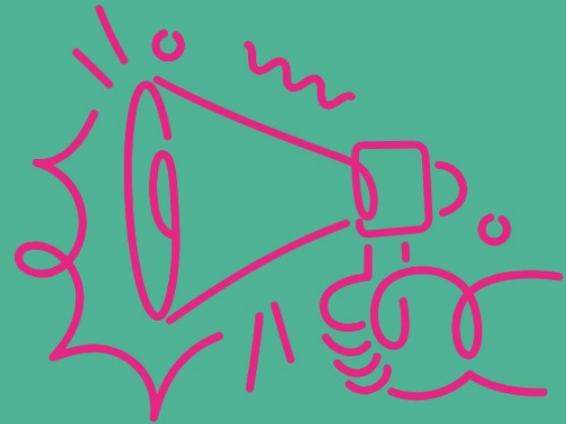


KLF TRUST



# We're Hiring

## Executive Assistant

Are you a master of organisation with a heart for advocacy? We are looking for an Executive Assistant who thrives in a fast-paced environment and cares deeply about making a difference.

In a SEN MAT, our days are complex, but our mission is simple: 'To help people living in extraordinary circumstances to live ordinary lives'. As EA to the Executive Team, you won't just manage calendars—you'll be the operational heartbeat of a Trust dedicated to our commitment of being: Purposeful, Reflective, Genuine, Aspirational and Joyous. If you're a proactive problem-solver who wants their work to matter, we want to meet you.

Role: **Executive Assistant**

Reports to: Chief Executive Officer

Location: Kingsley Learning Foundation, Kettering

Contract: Part-time, 22.5 hours a week Term time only + 2 weeks with some flexibility required to attend Trust Board meetings.

Salary: Grade I £33,699 - £37,280 (Full time)

Please visit the Careers and Opportunities page on Kingsley Learning Foundation website in order to access the Job Description and application form

[www.kingsleylearningfoundationtrust.co.uk](http://www.kingsleylearningfoundationtrust.co.uk)

We'd love the opportunity to show you our Trust first-hand. Please reach out to Sarah-Jane to coordinate a visit or conversation:

[admin@klf.foundation](mailto:admin@klf.foundation)

Applications Due: 13<sup>th</sup> April 2026

Interview Date: 22<sup>nd</sup> April 2026

Send your application form to:

[admin@klf.foundation](mailto:admin@klf.foundation)