

Executive Assistant

Permanent, 37 hours per week, Term Time plus 5 days.

Hours and working pattern potential for negotiation for the right candidate

Grade 7, SCP 12 - 17: Currently £26,421 - £28,770* FTE
(*£22,827 - £24,856 Actual - pay award pending)

Required as soon as possible.

Are you an organised and proactive professional looking to make a significant impact within a multi-academy trust? If so, we want to hear from you!

An exciting opportunity has arisen to join our central team, where you will provide crucial support to our leadership. We are seeking a dedicated and outstanding Executive Assistant with excellent interpersonal skills to help us maintain our high standards and support the best possible education for our pupils, staff, and families.

The 3-18 Education Trust is a very special place, and we are looking for someone whose values align closely with ours to be part of a collaborative and passionate team at the heart of our educational community.

What we can offer you:

- ✚ Willingness to support your completion of further professional qualifications.
- ✚ Opportunities to develop your career further, as part of a growing Trust.
- ✚ Access to our Trust's employee benefits scheme

An Applicant Information Pack and Application Form can be found on our [website](#).

To arrange an informal conversation or to find out more about this role, please contact Duncan Wright at duncan.wright@318education.co.uk for further details.

The deadline for applications is 9am on Monday 5th August.

Interviews will be held on Monday 12th August

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced DBS check and satisfactory references.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of the safer recruitment process.

■ Compassionate

■ Accomplished

■ Resilient