**Executive Assistant to CEO and COO for the Bridge Trust**

**Salary Grade: NJC SO2, point 27 – 29**

**Salary Range: £41,580 - £42,861 per annum (FTE)**

**Actual Starting Salary: £41,580 per annum**

**Contract: Permanent, full time - AYR**

**Hours: 35 hours per week**

**Start Date: As so as possible**

*Are you looking for an exciting new challenge?*

*Are you an innovative, creative practitioner?*

*Do you have drive and ambition to be the best that you can be?*

***Then come and meet us.***

### **Our story:**

The Bridge Trust is a unique Multi Academy Trust which consists of five special schools, two primary schools, a Training & Development Service, and an Outreach Service. We are an ambitious family of schools that embraces the individuality of everyone – children and adults. We acknowledge that learning can look different for different pupils and staff and we look to change our approach to meet the needs of the individual. We are looking for the Trust to develop into a multi-hub Trust with a centralised support team. For more info, please visit our website. <https://thebridgetrust.academy/>

We are recruiting for an Executive Assistant who:

* Will provide an effective, proficient and high level administrative support to the CEO/COO while ensuring the management of their schedules, communications and key projects.

The role involves acting as a liaison between the CEO/COO and internal/external stakeholders, performing all necessary tasks to ensure the efficient and effective running of the CEO and COO’s office and daily business.

This role will be based at our Head Office in Islington. The Trust operates a hybrid working model in accordance with the Trust's Working From Home policy.

### **In return, we can offer you:**

* Excellent professional development opportunities.
* A supportive community and a committed team of staff that are equally determined to give students the best possible opportunities
* Opportunities to work with other staff in other schools to share best practice.
* Dell Advantage, Employee discount schemes, Employee Assistance Programs., Access to Blue Light Card

To view the job description and person specification this post, please visit the vacancies page on our school website; <https://thebridgetrust.academy/vacancies/>

To apply, please click on this link to be redirected to our career page for the application form: [Executive Assistant to the CEO and COO of the Bridge Trust, Islington - Tes Jobs](https://www.tes.com/jobs/vacancy/executive-assistant-to-the-ceo-and-coo-of-the-bridge-trust-islington-2176109)

**Closing date: 9am, Monday 10th March 2025**

**Interviews Date: TBC**

We reserve the right to close this vacancy early should we receive a significant number of high quality applications. All candidates are advised to refer to the job description and person specification before making an application.

*Please note* ***CVs*** *will* ***not*** *be accepted.*

***The Bridge Trust is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure.***

***This position is exempt from the Rehabilitation of Offenders Act 1974 and subsequent amendments to this Act.***

***At The Bridge Trust, we want all our employees to feel included, bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and truly believe that diversity drives innovation***