

Candidate Information Pack

Dales Academies Trust

Executive Assistant to the Executive team and Trust Administrator



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Welcome from the CEO and Trust Chair

Dear Prospective Applicant,

Thank you for your interest in the position of Executive Assistant to the Executive team and Trust Administrator at Dales Academies Trust.

Dales Academies Trust is an established and successful Church of England Multi-Academy Trust which provides a home for both Church schools and Community schools. Dales currently comprises fourteen Primary schools ranging from very small rural to two form entry urban settings, as well as one 11-16 Secondary. In September 2024, the Trust opened Oakbridge CofE Primary School, a Free School in North Northallerton and is currently in discussions with a number of other schools interested in joining our family of settings.

Our schools are located across the northern part of North Yorkshire and Stockton. We aim to live out our tag line of 'Together for Excellence' in practice and at all times and are committed to the principles of compassionate accountability seen as a framework in which to achieve excellence for all. Our Vision as a group of schools is that:

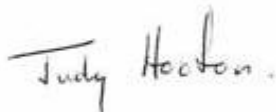
"Working together for excellence, and rooted in quality, collaboration and care, we deliver exceptional learning experiences through inspirational teaching and nurturing a love of life-long learning. We dare greatly, travel hopefully and enable each other to flourish".

For our church schools, this Vision is biblically underpinned by our Trust wide commitment to:

Quality	Collaboration	Care
<p>Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord."</p>	<p>Galatians 6:10a "So then, whenever we have an opportunity, let us work for the good of all."</p>	<p>John 13:34 "A new commandment I give to you, that you love one another: just as I have loved you."</p>

Thank you for showing an interest in working with our Trust. Completed applications should be sent to recruitment@dalesmat.org We look forward to hearing from you.

Yours sincerely,



Judy Hooton
Chair of the Dales Trust Board



Damian Chubb
Dales CEO

Dales Academies Trust

Executive Assistant to the Executive team and Trust Administrator

Post	Executive Assistant to the Executive team and Trust Administrator
Grade/Band	Grade E (9 – 13) £27,254 - £29,064 pro-rata
Vacancy Hours	30 per week, spread over 4 days, term time only, plus 4 weeks
Contract Type	Permanent
Application Closing Date	9:00am Wednesday 20 th May 2026
Interview Date	TBC
Venue for Interview	Oakbridge CofE Primary School, Northallerton, DL62DG
Start Date	ASAP

Description

Dales Academies Trust, a successful family of 15 schools in North Yorkshire and Stockton comprising one Secondary and fourteen Primaries, is seeking an exceptional administrator with proven interpersonal, communication and organisational skills to join our team. The post holder will provide PA support for the Executive team* and admin support for the wider central team.

*Currently comprising the CEO, Director of Primary Education, Finance Director, and Operations Director.

Please see full job description attached.

This role will be based at Oakbridge CofE Primary School, Northallerton. The postholder must also have the ability to travel to other schools on an occasional basis.

Enhanced DBS clearance required.

For further details and an application form, please contact recruitment@dalesmat.org

Please send all completed application forms to: recruitment@dalesmat.org

Applications should be returned by 9.00am Wednesday 20th May 2026

About Dales Academies Trust

'Together for Excellence'

Dales Academies Trust (Dales) was established in 2017 as a Multi Academy Trust (MAT), with sponsor status, for the northern church schools of the Church of England dioceses of Leeds and York.

As with the other church MATs across both dioceses, the Trust is open to church and non-church schools with a core purpose of providing an inclusive education for children of any ability, culture, gender, sexuality, faith or no faith. The ethos is derived from, and informed by, the Church of England's commitment to education and schooling over more than 200 years.

Dales welcomed its first community school into the Trust in 2020 when Carnagill Community Primary School became the fourteenth setting to join our family of schools. To date Dales consists of the following schools:

School	Date of joining the Trust
All Saints CE Academy (Secondary)	September 2017
Eppleby Forcett CofE Primary School	November 2017
Middleton Tyas CofE Primary School	November 2017
South Otterington CofE Primary School	January 2018
East Cowton CofE Primary School	November 2017
Barton CofE Primary School	December 2017
Ravensworth CofE Primary School	December 2017
Croft CofE Primary School	January 2018
Ainderby Steeple CofE Primary School	January 2019
Thornaby CofE Primary School	July 2019
St Francis CofE Primary School	August 2019
Carnagill Community Primary School	April 2020
Great Smeaton Primary School	April 2024
Oakbridge CofE Primary School	September 2024
Trinity Academy Richmond	November 2017

Oakbridge CofE Primary School is the Trust's first Free School, with Dales being named as the sponsor after a competitive process in April 2021; it opened with a cohort of Reception children in September 2024.

Everything we do is informed by our Vision that 'Working together for excellence', and rooted in quality, collaboration and care, we deliver exceptional learning experiences through inspirational teaching and nurturing a love of life-long learning. We dare greatly, travel hopefully and enable each other to flourish'.

In practice, for example, we have established a range of networks within the Trust, including the Primary Headteacher Partnership, which has at its heart, a focus on self-supporting school improvement, as well as subject partnerships, Early Years, SEND and

a Chair of Governor’s Forum. In addition to this all schools continue to play an active role in partnerships beyond the Trust with settings being part of their local networks, senior MAT leaders linking with Teaching School Hubs and the CEO sitting on the Hambleton & Richmond Locality Board, and on the Executive of the National Small Schools group. We are committed to working in partnership to ensure the best possible outcomes for all pupils in Trust schools.

The Trust 5-Year Strategic Plan focuses on three key areas, namely:

1. Ensure the best possible outcomes for all pupils	2. Recruit and retain the best staff	3. Grow appropriately, becoming a sustainable, viable organisation
through timely, intelligence led, research informed school improvement activities utilising high quality support and effective collaboration within a supportive accountability framework.	through establishing Dales as an employer of choice, committed to the ongoing development of its staff through rigorous, personalised, evidence based CPD and effective talent management at all levels of the organisation.	through optimisation of financial efficiencies, infrastructure and processes, to ensure fitness for purpose, and further informed by relationships with networks and organisations beyond the Trust.

All Trust Headteachers are actively involved in the delivery of the strategy; our successes to date have been due to the focused teamwork of leaders and staff in all schools operating within an organisation that has worked hard to establish its accountability framework as a driver for excellence.

Dales is at the next stage in its development with the establishment of even closer working between the practitioners in its schools and ongoing conversations with a number of schools interested in joining. We are very keen to maintain this momentum and are actively looking for creative and driven team players who will work with us on delivering the next phase of our growth.

Further details about the Trust can be obtained by visiting our website www.dalesmat.org and the Safeguarding & Child Protection Policy can be viewed via this [link](#).

Job Description

POST:	Executive Assistant to Executive team / Trust Administrator
GRADE:	Grade E (9-13)
HOURS:	30 hours per week, spread over 4 days – Term time plus 4 weeks
RESPONSIBLE TO:	CEO / Director of Primary (DoP) / Finance Director (FD) / Operations Director (OD)
STAFF MANAGED:	None
JOB PURPOSE:	<p>To provide executive support to the Executive team. (CEO/DoP/FD/OD)</p> <p>To provide high quality administrative services to support Trust-wide activities. The post holder will be under the direction and instruction of the Executive team.</p>
JOB CONTEXT:	<p>The Trust currently consists of one Secondary and fourteen Primary schools, located in the northern part of North Yorkshire and Stockton. We are an established Trust and are in discussions with a number of other settings interested in joining our family of schools.</p> <p>This postholder is a key member of the core Team, working closely with the Executive team, to ensure the smooth running and continuous improvement of our Trust.</p> <p>You will support the Executive team and manage the administrative function of the Trust central services, providing high quality administrative services and PA support; excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken.</p> <p>This role is based at Oakbridge CofE Primary School, Northallerton. The postholder must also have the ability to travel to other schools on an occasional basis.</p> <p>Enhanced DBS clearance required.</p>

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

Operational Issues	<ul style="list-style-type: none"> • To provide PA support to the Executive team - serving as key liaison between CEO, Board of Trustees, Trust staff and stakeholders. • Organising meetings with internal and external stakeholders, providing or commissioning appropriate briefings and compiling all necessary paperwork. • To provide support to the Executive team with project work relating to areas such as procurement, Trust growth and implementing new systems and procedures. • To undertake all general administrative tasks relating to Trust activities, including maintaining and updating the Trust website and calendar, and employment related tasks, including the Single Central Record. • In collaboration with the clerk to the Trust Board, provide governance administrative support including drafting agendas, collating and circulating papers in a timely fashion. • To maintain the Trust's policy schedule, highlighting when policies are due for review. • To provide support to the FD and OD on procurement.
Communications	<ul style="list-style-type: none"> • To communicate effectively with all stakeholders; including Trustees, Governors, Headteachers, Senior Leaders, Teachers, Support staff, suppliers and other external agencies. • To act as first point of contact in response to telephone, email and face to face enquiries received by the Trust's central team. • Exchange information with others both orally and in writing. • Support the Trust's academies at events as and when required • To attend staff meetings by agreement.
People/Resource management	<ul style="list-style-type: none"> • To assist in the induction of new employees. • With support, to manage HR and Recruitment processes • To participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • To be responsible for promoting and safeguarding the welfare of children and young people by knowing who to report concerns to. • To have an awareness and knowledge where appropriate of the most recent legislation.
Systems and Information	<ul style="list-style-type: none"> • To be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • To share information appropriately – in writing, by telephone, electronically and in person. • To maintain and update accurate digital and manual records as required.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to information governance this includes Data Protection, information security and confidentiality.
Health and Safety	<ul style="list-style-type: none"> • To be aware of and implement Health and Safety responsibilities as an employee and where appropriate any additional specialist or managerial Health and Safety responsibilities as defined in the Health and Safety Policy and Procedure.
Equalities	<ul style="list-style-type: none"> • To ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users. • To develop your own understanding of equality issues.

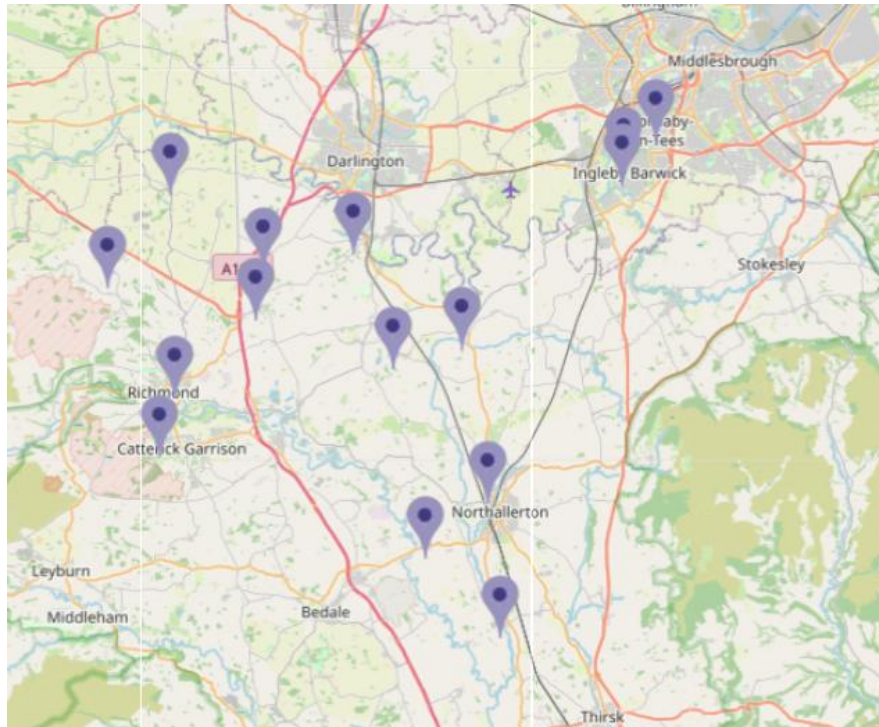
ACCOUNTABILITIES / MAIN RESPONSIBILITIES (cont.)	
Flexibility	<ul style="list-style-type: none"> • To respond to any reasonable request made by the Executive team commensurate with the grading for this post. • The role provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust' policies and procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to its pupils/students, their parents/carers and other stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values. • To understand your role and its limits, and the importance of providing care or support.
Date of Issue:	April 2026

Person Specification

Executive Assistant to Executive team / Trust Administrator	
Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working for members of senior leadership or providing executive support • Clerical or administrative experience in the public or private sector • Experience of using Microsoft Office and Microsoft Teams 	<ul style="list-style-type: none"> • Clerical or administrative experience within the Education sector
<p>Knowledge</p> <ul style="list-style-type: none"> • Good knowledge of administrative and office systems 	<ul style="list-style-type: none"> • Knowledge / Understanding of Multi Academy Trusts, including governance
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Computer literate • Excellent written and verbal communication skills • Good numeracy and literacy skills • Analytical and problem-solving skills • Time management and personal organisation skills • Initiative - ability to work on own initiative, working to tight and often changing timescales • Collaborative - ability to work within teams comprised of a wide range of stakeholders 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Business administration – level 2 or above or equivalent experience. GCSE level 5 in English and Maths (C pass or above) – or equivalent 	<ul style="list-style-type: none"> • Level 3 qualification in Business / Finance / Administration or equivalent.
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Strong and effective communicator • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully independently and in a team • Confidentiality • Ability to work to deadlines and prioritise own workload • Resilience • Ability to see the bigger picture • Innovative 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the Trust’s mission and vision • To be committed to Continual Professional Learning • Motivation to work in support of the best outcomes for children and young people • Ability to form and maintain appropriate relationships with all Stakeholders • Enhanced DBS clearance • Ability to travel around schools in the Trust 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • To assist in ensuring that the Trust’s equalities policies are considered within the Trust’s working practices in terms of both employment and service delivery 	

Where our schools are located



For more details, please visit: www.dalesmat.org

Dales Academies Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. This post is exempt from the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 as amended.

Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with pupils as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service. An online search will be undertaken for those candidates shortlisted.

Visits to the Trust

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact us on 01609 561017 or email recruitment@dalesmat.org to arrange an appointment. The visit will give you an opportunity to ask questions about the role and the Trust to assess if this is somewhere you would like to work. Where a visit is not possible, a phone call with the Director of Primary Education can be arranged.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within three days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Process

The interview process will consist of a number of tasks and activities including a formal interview, over two days. These are designed to allow you to demonstrate your skills

and abilities. You will be asked to bring proof of qualifications and identification

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Timeline

Closing Date: 9:00am Wednesday 20th May 2026

Interview Date: TBC

Start Date: a.s.a.p

Venue: Oakbridge Primary School

We very much look forward to receiving your application.