

Executive PA

Do you want to be part of a growing organisation that puts Children first, then this is the place for you.

We are seeking to appoint an Executive Personal Assistant who will be able to provide administrative support and assistance to the Chief Executive Officer and Trust Executive Team as well as supporting the implementation of the Trust marketing strategy. You will have excellent organisational skills with the ability to prioritise your workload and work independently. You will have a high degree of confidentiality, trust and reliability as well as strong attention to detail.

This role will offer the opportunity to work with and learn from a leading national marketing and PR company. The successful candidate will also have access to a high-quality marketing qualification at a suitable level. There will also be the opportunity to further develop the marketing and PR role after two years if appropriate.

We are a Trust of seven schools and are at a very exciting stage in our growth and development. This post is based at our offices in Melton Mowbray, however the successful candidate will be expected to travel to other schools within the Trust, as and when is necessary.

Key responsibilities include diary management, arranging meetings and events, minute taking, prepare, compile and distributing documents and agendas and contributing to marketing and communication for the Trust. This post presents an exciting opportunity for an ambitious professional from the public or private sector to join our Trust as we continue to grow.

About the Mowbray Education Trust

The Mowbray Education Trust (MET) is a multi-academy trust currently educating around 2,500 children from the age of 2 to 16 in the town of Melton Mowbray and surrounding villages in the Borough of Melton. The MET currently has one secondary school (soon to be two), five primary schools and one preschool; with the potential for numerical and geographical growth in the future.

Melton Mowbray is a rural market town in Leicestershire which is easily commutable from Grantham, Leicester, Loughborough, Nottingham and Oakham.

Further information

The remuneration package includes a competitive salary, contributory public-sector pension scheme and a generous annual leave entitlement:

- Salary £22,575 to £24,924 (LCC Pay Points 15 to 18)
- Local Government Pension Scheme membership
- 23 days paid holiday per year (excluding public holidays) to be taken during school closure periods and rising to 28 days after 5 years continuous service

Application deadline - midnight 14th August

Interviews – w/c 22nd August 2022

Start date - asap

For an informal conversation please contact Elaine Rodrigues, HR Manager on recruitment@mowbrayeducation.org

To apply for this role, please send your completed application form and the completed Equal Opportunities form to recruitment@mowbrayeducation.org

Mowbray Education Trust reserves the right to close adverts early if sufficient applications are received.

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check.