

# Hull Collaborative Academy Trust

c/o The Marvell College  
Barham Road  
Hull  
HU9 4EE



HCAT is a high performing multi academy trust with a positive and restorative culture offering many opportunities. We are seeking to appoint an Executive PA to provide a complete and high level and confidential administrative service in order to support the CEO and Founding Headteachers.

## **Grade 8 SCP 25 – 28 (actual salary £29,577 to £32,234) on a permanent basis**

As an Executive PA your duties will include: -

- Providing proactive assistance to the CEO in managing their diary, scheduling individual and group meetings, assisting with forward planning of workload and advising on impending deadlines.
- Dealing with sensitive and confidential information, using judgement and initiative in prioritisation of responses and issues, referring onwards where necessary.
- Recording, filing actioning and/or forwarding as appropriate all incoming internal and external paperwork, emails and telephone calls in a prompt and professional manner.
- Assisting the CEO in preparation of presentation material and other documentation to be sent for internal and external circulation.
- To provide ongoing administrative support for the Founding Headteachers.

The successful candidate will promote the trust's 'signature' placing *Children First*. They will have excellent communications skills, both written and verbal. As a strong team player, they will be able to deal professionally with colleagues internally and externally to the trust, be proactive, energetic, and have a positive mindset. They will possess the ability to follow and complete processes, suggesting and implementing improvements as required and have strong IT and administration skills, including creating and formatting documents, report writing and email management. They need to be familiar with the latest tools in information technology.

If you think you meet these above requirements, please contact Fiona Ward, HR Manager on email [hr@hcat.org.uk](mailto:hr@hcat.org.uk) or by telephone on 07395 605352, for an initial, exploratory discussion, or to request a copy application form and Job Description pertaining to the role.

**Closing Date:** 5<sup>th</sup> February

**Interview date:** 12<sup>th</sup> February

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**