



PA to the Chief Executive Officer (maternity cover)

Candidate Information Pack

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PA to the Chief Executive Officer

Redhill Academy Trust Pay Scale, Band 12

Scale point 56 - 60 - (£42,993.92 - £46,906.08)

37 hours per week - All Year round – 1 year contract – Maternity cover

Required to start September 2026

An exciting opportunity for an exceptional candidate to provide executive support to the Chief Executive Officer within Redhill Academy Trust on a temporary basis to cover a maternity leave period.

The Redhill Academy Trust has 21 academies, consisting of both primary and secondary phase schools. The role is ideally suited to an experienced executive support professional with the ability to manage competing priorities, build effective relationships with a wide range of stakeholders, and provide high-level support in a fast-paced environment.

Redhill Academy Trust is also a member of Redhill College of Leadership and Development and as such there are excellent CPD opportunities for further information please visit the website.

Benefits

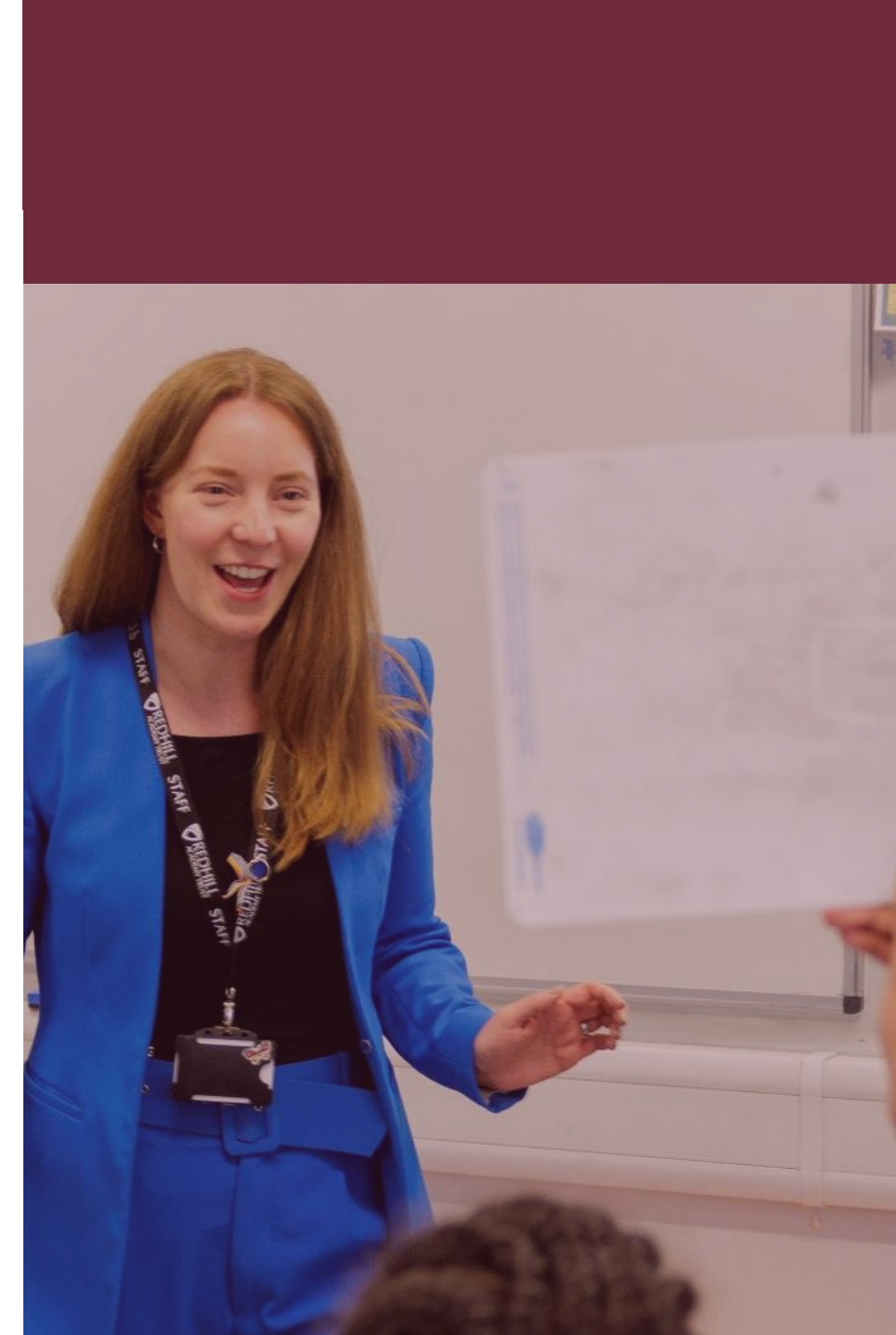
- **Access to Local Government Pension Scheme**
- **Generous annual leave entitlement increasing with service, plus statutory holidays**
- **The opportunity to be part of a highly supportive and ambitious team/school**
- **Recognised continuous local government service for annual leave entitlement, Occupational Maternity/Paternity pay**
- **Cycle to work Scheme**
- **Commitment to employee Health and Wellbeing including Employee Assistance Programme**
- **Employee benefits platform**

For further details regarding this post or the application process please contact HR on hr@redhillacademytrust.org.uk. To apply complete our on-line application form, please use the 'apply now' button.

As Redhill Academy Trust is committed to safeguarding children practices, any appointment will be subject to an enhanced DBS and Child barred list checks, candidate online search and successful references.

CLOSING DATE: 5 August 2026

INTERVIEW DATE/S: Week commencing 10 August 2026



01
Advert



Equality and Achievement



02 Candidate Letter & Application

Dear Colleague,

PA to the Chief Executive Officer: Redhill Academy Trust Pay Scale, Band 12

Thank you for your interest in the post of PA to the Chief Executive Officer at Redhill Academy Trust.

The closing date for applications is 5 August 2026.

To help you with your application, the following items are enclosed:

- Job Description
- Candidate Information

If you would like to be considered for this post, please complete the online application form.

We are looking for an exceptional candidate with outstanding organisational, communication and interpersonal skills to provide high-level executive support to the Chief Executive Officer and help ensure the effective leadership and operation of the Trust.

Interview dates will be week commencing 10 August 2026.

I look forward to receiving your application.

Yours sincerely,

Andrew Burns
Chief Executive



Job Description

03

THE ROLE:

The PA to the Chief Executive Officer is a pivotal and highly trusted role within Redhill Academy Trust, providing comprehensive executive support to the CEO and contributing to the effective leadership and strategic operation of the Trust. The postholder will be responsible for ensuring the smooth management of the CEO's priorities through exceptional organisational, administrative and communication skills, whilst maintaining the highest levels of professionalism, discretion and confidentiality.

Working closely with senior leaders, trustees, governors, external stakeholders and colleagues across the Trust, the role provides a central point of coordination for key meetings, events, governance activities and leadership initiatives. The successful candidate will also provide leadership and support to administrative teams across the Trust, helping to drive continuous improvement, strengthen administrative systems and ensure high-quality support services that enable the Trust to achieve its strategic aims and objectives.

MAIN RESPONSIBILITIES:

Be responsible for confidential secretarial, administration and clerical duties relating to the Chief Executive Officer's work for the Trust.

Maintaining a realistic and manageable diary.

Supporting the Chief Executive Officer in composing letters, emails, and documents from minimal information.

Organising and attending meetings and ensuring the Chief Executive Officer is well prepared for meetings, producing correspondence and collating paperwork.

Carry out Performance and Development Reviews for the Redhill Trust Admin team.

In conjunction with HR Shared Service, provide administrative support to the staff disciplinary process, including the preparing and distribution of documentation prior to formal meetings.

Organise agendas and take minutes of TST, SHG and other meetings as requested by the Chief Executive Officer.

Organise the annual SLT residential, training, and extended planning workshops and SLT external meetings.

To take responsibility for the events organisation for the central Trust.

MAIN RESPONSIBILITIES (continued)

Lead on the preparation of advertisements for key leadership vacancies across the Trust and, prepare and send out job details, obtain references and arrange interviews.

To liaise on behalf of the Chief Executive Officer with the Marketing and Communications Manager.

Liaise with parents, governors, trustees, staff, students, general public, unions, government departments, local authority and VIP visitors.

Responsibility for training and development for PAs in the Trust.

Oversee the strategic development of Trust Administrative Systems.

GENERAL

To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.

To be aware of and observe all policies, procedures, working practices and regulations, and, in particular, to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.

To uphold our commitment to safeguarding and to promote the wellbeing of children.

To contribute to a culture of continuous improvement.

To comply with all reasonable management and support requests from the Chief Executive Officer.

Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail.



Location

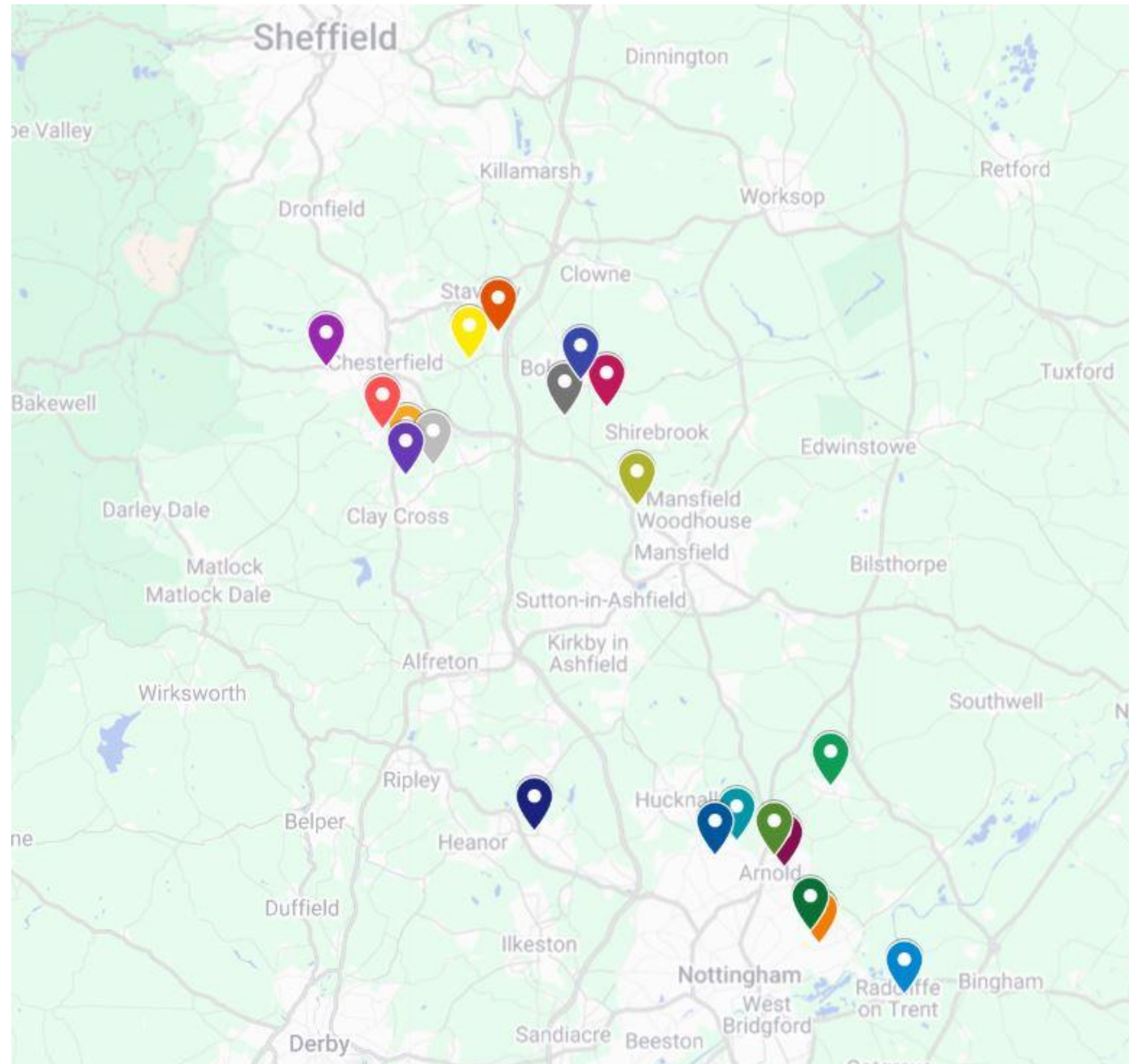
The Redhill Academy, Redhill Road, Arnold, NG5 8GX and throughout the 21 schools and academies and central offices therein.

Primary Academies

-  Robert Mellors Primary Academy
-  The Carlton Junior Academy
-  The Carlton Infant Academy
-  Tupton Primary and Nursery Academy
-  North Wingfield Primary and Nursery Academy
-  Scarcliffe Primary School
-  Palterton Primary School
-  Duckmanton Primary School
-  Hunloke Park Primary School
-  Arkwright Primary School
-  Farmilo Primary School and Nursery

Secondary Academies

-  The Redhill Academy
-  The Carlton Academy
-  The Oakwood Academy
-  Park Vale Academy
-  Hall Park Academy
-  Tupton Hall School
-  Brookfield Community School
-  Colonel Frank Seely Academy
-  South Nottinghamshire Academy
-  The Bolsover School



Candidate Information