

Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust as the **Personal Assistant to the CEO / Trust Executive Administrator**.

This is an exciting and unique opportunity for a highly effective and experienced individual.

Our growing Trust currently consists of a diverse family of 4 schools in the Nuneaton area: a primary special school, a secondary special school and two mainstream secondary schools. We have a fifth school joining us in September 2025.

Our Trust's core values summarise what is important to us and what we actively promote:



Collaboration:

working together and with others to achieve the very best for the staff, pupils and families that we serve.



Equity:

recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



Aspiration:

to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



Trust:

ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope the job description and person specification provide you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes

Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.

We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning.
- We listen to what your career aspirations are and how we can support you within your role.
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning.
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs).

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more