



**EXTERNAL**

**Post: Trust Executive Assistant**

**Hours of Work: Temporary until 31<sup>st</sup> August 2025, Full Time, 37 hours a week, all year round.**

**Salary: Grade 9, Points 24 – 28, £33,024 - £36,648**

Thank you for your interest in our recent advertisement for the above position at Archway Learning Trust. I have pleasure in enclosing details.

The Trust Executive Assistant is an exciting new opportunity within our Trust; one which will have the autonomy to create and embed strong working relationships with a variety of internal and external stakeholders, inclusive of the executive leadership and corporate services team. You will be required to provide high quality administrative support, which will include and not be limited to the management of diaries, the coordination and recording of meetings and ensuring effective communication both within and outside of the Trust. The successful candidate will be experienced in effectively managing simultaneous deadlines and be able to use their own initiative whilst always maintaining the highest level of confidentiality.

The ideal candidate will be highly organised with excellent administrative skills, be an excellent communicator with strong management and interpersonal abilities and, capable of maintaining composure in a bustling educational setting. We would like to make candidates aware, that some of these meetings will be outside of core school hours, so candidates will need to be flexible with their working patterns.

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We welcomed three further secondary schools in Derby to the Trust in 2021 and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust now comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, Bluecoat Trent Academy, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to a generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine

- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date:** Monday 22nd July 2024

**Interview Date:** Thursday 25th July 2024