



Vacancy Details:
Grade J, Points 27 - 31
37 Hours per week
Term Time Only
Immediate start
dependant on availability
& successful background
checks
Actual Salary:
£34,110 - £37,279



**Nene Valley
Partnership**

Excellence in Education

Do you want to work in a school where you feel valued? Where staff wellbeing is championed? Where CPD and opportunities for growth and development are supported and encouraged? Look no further and come and work with us!

TRUST EXECUTIVE ASSISTANT

Fixed term contract expected to end 31st December 2026.

Immediate start, pending safer recruitment checks

This is a rare opportunity to join a dynamic and high performing Trust team. This post supports our Trust leaders and acts as an operational administrator. This is a prestigious role with an emphasis on delivering outstanding customer experiences to all of our service users.

We have unapologetically high standards, and expect the same from all of our staff.

We are looking for an excellent communicator, who can deliver high quality & efficient administrative support, diary management and contribute to the effective operation of the Nene Valley Partnership.

This is a fixed term position, expected to end as of Christmas 2026. Ideally we are looking for a candidate with immediate availability, with school experience who is innovative, forward-thinking, proactive with a keen eye for detail.

Closing date for applications is: Midday on Friday 18th September 2026.

Suitable candidates maybe called for interview prior to this date, it is therefore advisable to apply early:

For details and to apply, please visit:

<https://nenevalleypartnership.com/join-our-team/>

Wollaston School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check, a medical check and the provision of two references one of which **MUST** be your most recent or last employer.