

Vacancy

The Roseland Multi Academy Trust
Tregony Business Park, Tregony, Truro, Cornwall, TR2 5TL
Tel: 01872 530675/583
Website: www.theroselandmat.co.uk

Executive Assistant

Permanent/Full Time Term Time
Grade H - Salary Range £26,367 - £30,295pa reduced pro rata
(actual salary £22,554 - £25,914pa)

37 hours per week, term time (38 weeks) plus 5 additional days
Salary paid for 44.6 weeks per year

Start date: As soon as possible

We are expanding our Central Team and are looking for a dedicated and proficient Executive Assistant. The Roseland Multi-Academy Trust consists of three secondary schools, two primary schools and a Teaching School Hub. The Trust's mission is "to provide outstanding education for our communities, where everyone succeeds" and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools and Central Team.

This is a term time only position, the successful post-holder will benefit from the majority of the school holidays although there will be a requirement to work an additional 5 days during the academic year. The Trust recognises the importance of staff wellbeing and has supportive policies and procedures in place as well as collaboration opportunities across our settings. There is the option of homeworking after the first six months in post. Our school settings have free parking facilities and where there is a requirement to travel to different schools, mileage is paid.

As part of the Trust's Central Team, the Executive Assistant will join a multi-skilled team and provide positive, proactive and highly efficient administrative support, reporting to the Chief Executive Officer and Senior School Improvement Lead. The role is varied and fast-paced and the post-holder will be key to positive communications with all stakeholders. Positive interaction within the team and across all settings is crucial in the success of implementing and supporting the Trust's mission, vision and values.

This role may involve travelling to and working at schools across the Trust, therefore, a driving license and access to a vehicle is required. Our schools are in relatively close geographical proximity to one another and the Central Team base is in the beautiful village of Tregony, near Truro in Cornwall.

This post provides the opportunity to take the next exciting step in your career development. The post-holder will be crucial to meeting our key priorities. As part of a team they will have an excellent eye for detail and hold themselves to the highest professional standards. We are keen to hear from dedicated and passionate professionals who are eager to progress their career in the education sector and in a highly successful organisation. Success starts with a great team and if you are looking for a new challenge we would welcome an application from you.

Further details for this post are available from Mrs Jodie Winter: jwinter@theroselandmat.co.uk. Please note a completed application form needs to be submitted (CVs are not an accepted form of application).

Closing date for applications: 8 December 2023 – 9am
Interviews are scheduled for: 13 December 2023

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. All shortlisted candidates will undergo online searches as part of the recruitment process and the successful candidate will be required to undertake an Enhanced DBS check.