

Personal Assistant to the Chief Executive Officer (CEO)
Required from September 2024 (or as soon after)
Grade 9 (SCP 28 £36,648 – SCP 33 £41,418) Pay Award Pending
37 hours per week – Monday to Friday on a whole year basis

Endeavour Multi Academy Trust is seeking to appoint a PA to the CEO. The postholder will be accountable to the CEO and will work closely with the Executive Board and staff across the Trust.

The Trust currently operates four special schools: Two Rivers High and Primary Schools (including a nursery) on two sites in Tamworth; Cherry Trees School (primary) in Wombourne; and Wightwick Hall School (secondary) on the outskirts of Wolverhampton.

The position is based in the Trust Offices at Wightwick Hall School with the expectation to work in all schools across the Trust when required.

Please see the Job Description and Person Specification for full details of the knowledge and experience required for this post.

To apply for this position please fully complete the Endeavour application form. All completed applications should be returned to s.west@endeavourmat.co.uk

Closing Date for Applications: Wednesday 5 June 2024
Interviews will take place on: Monday 10 June 2024

The Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

The position is subject to a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. In addition, for shortlisted candidates an online search (including social media) will be conducted as part of the Trust's due diligence in line with KCSIE (Keeping Children Safe in Education).

***Working together to keep children safe to secure the best outcomes in
learning, in work and in life***

