

## **Dales Academies Trust**

### **Executive Assistant to the Executive team and Trust Administrator**

<b>Post</b>	Executive Assistant to the Executive team and Trust Administrator
<b>Grade/Band</b>	Grade F (8 – 13) £24,702 - £26,873 pro-rata
<b>Vacancy Hours</b>	30 per week, spread over 4 days, term time only plus 4 weeks
<b>Contract Type</b>	Permanent
<b>Application Closing Date</b>	9:00am Wednesday 3 <sup>rd</sup> April 2024
<b>Interview Date</b>	Tuesday 9 <sup>th</sup> April 2024
<b>Venue for Interview</b>	Trinity Academy Richmond, Frances Road, DL10 4NF
<b>Start Date</b>	ASAP

#### **Description**

Dales Academies Trust, a successful family of 15 schools in North Yorkshire and Stockton comprising one Secondary and fourteen Primaries, is seeking an exceptional administrator with proven interpersonal, communication and organisational skills to join our team. The post holder will provide PA support for the Executive team\* and admin support for the wider central team.

\*Currently comprising the CEO, Director of Primary Education, and Finance & Operations Director

Please see full job description attached.

This role will be based at Oakbridge CofE Primary School, Northallerton, when it opens in September 2024. Discussions will take place with the successful candidate to determine a suitable location from which to work in the meantime, which might include some remote / home working or from another local Trust school; any travel costs from Oakbridge, would be reimbursed. The postholder must also have the ability to travel to other schools on an occasional basis.

Enhanced DBS clearance required.

For further details and an application form, please contact [recruitment@dalesmat.org](mailto:recruitment@dalesmat.org)

Please send all completed application forms to: [recruitment@dalesmat.org](mailto:recruitment@dalesmat.org)

**Applications should be returned by 9.00am Wednesday 3<sup>rd</sup> April 2024.**  
**Interviews will take place on Tuesday 9<sup>th</sup> April 2024**