

# Executive Assistant

School:	Venn Academy Trust	Posted:	6th March 2019
Location:	Hull, East Riding of Yorkshire	Expires:	19th March 2019
Contract Term:	Permanent	Start Date:	04:05 PM
Salary:	£18,795* pro rata		As soon as possible
Hours:	Part Time	Job ID:	1034185



Venn Academy Trust

## **Executive Admin Assistant.**

Permanent role

Grade 4, £18,795\* pro rata (£9516\* actual salary)

\*salary correct as of 1 April 2019

22 hours per week, specific days of the week to be negotiated, more hours available for the right candidate.

Term Time Only plus 5 training days (195 days per year)

Our Trust is a group of inspirational and aspirational mainstream and specialist schools in Hull whose main objective is to ensure that all pupils make exceptional progress.

Venn Academy Trust are looking for a unique individual who can be an asset to and add value to our Venn Central Team.

The role will be varied and will work to support in an admin role, multiple aspects of the business to give capacity to the Clerk to the Governors and Trust Board, the Finance Director, HR Business Partner and the IT lead as our Trust grows. This role will primarily be based at The Venn Central Offices, c/o The Boulevard Centre, 172 The Boulevard, Hull HU3 3EL.

This is an incredibly varied position and an opportunity for the right candidate to be busy, challenged and be an integral part of the Trust. The successful candidate must have self motivation, confidence, professionalism and a positive outlook. They will have the ability to use their own initiative whilst having exceptional communication, administration and organisation skills.

Travel between the sites is essential therefore ability to drive and access to a vehicle is required. The successful candidate needs to be flexible enough to cover occasional evening meetings if required.

Closing date: Tuesday 19 March 2019 at 4pm

Venn Academy Trust is committed to achieving fairness and equality in employment and welcomes applications from all sections of the community.

Our Trust is fully committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment.

The successful candidate will be required to undertake an Enhanced DBS check.

## **Safeguarding Statement:**

Venn Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.