



PA to Chief Executive/Governance Professional

37 hours per week, term time only plus 20 days

Grade 10 £34,834 - £39,186 Full-time equivalent

Actual Salary (based on 37 hours, 42 weeks per year) £32,845 pa

We are looking to appoint a highly motivated and organised PA to Chief Executive/Governance Professional who will play a pivotal role within the Wessex Learning Trust. This is an exciting opportunity for someone to develop their skills and experience within a growing organisation.

Candidates will need to demonstrate the following:

- Excellent interpersonal skills with a flexible and positive attitude.
- Ability to work in a fast-moving environment, often with conflicting priorities.
- Excellent organisation skills and enviable attention to detail.
- Ability to work with your own initiative.
- Excellent written and communication skills.
- Competent at using Microsoft Office suite of applications.

It is an exciting time to join the Wessex family as we grow, we can offer:

- Professional induction, training and continued professional development opportunities.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.
- A staff assistance programme with specialist provider, Carefirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee.
- Local Government Pension Scheme with a generous employer contribution in excess of 20%, subject to pension eligibility criteria.

If you are a motivated individual with the skills, ability, and determination to achieve and flourish within a superb Trust, we would be delighted to hear from you. If you wish to discuss the role informally prior to making an application, please contact the HR team on the email address below.

To apply for this position, please complete an application form and a letter of interest outlining why you are the right candidate for this position for the attention of Mr Gavin Ball (Chief Executive). Applications should be returned by email to HR@wessexlearningtrust.co.uk. We reserve the right to close the application process early and therefore encourage prompt applications.

Closing date: 8am, 15 July 2024

Interview date: 18 July 2024

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check.