



Chorus Education Trust is a growing Multi-Academy Trust, founded by Silverdale School in Sheffield. We collaborate with primary and secondary schools across South Yorkshire and north Derbyshire, drawing on the outstanding expertise in our region to ensure every child gets the very best education possible.

Executive Assistant – Permanent

Annualised Hours Contract

(Based on 37 hours per week/52 weeks less annual leave entitlement)

Grade 6 - SCP 27-32 (£24,657 - £29,055)

Required to start as soon as possible, an experienced Executive Assistant to work alongside the Executive Headteacher & Core Team of Chorus Education Trust.

As the Executive Assistant, it is essential that you work well under pressure, can thrive in a busy environment, and work from your own initiative.

You will be a credible individual with excellent communication and influencing skills and the ability to build effective relationships. You will need to have the ability to demonstrate strong organisational and administration skills as well as be highly organised and able to prioritise and meet deadlines.

You will be able to think on your feet, adapt to change and plan ahead to ensure the Executive Headteacher meets deadlines, be fully equipped to attend relevant meetings, be prepared to work variable hours which will mean working outside of 'normal' office hours as required, and keep up to date on issues relating to the role. You will also hold a full driving license as you will be required to attend meetings with the Executive Headteacher at various locations.

Applicants are welcome to discuss any aspect of the role with Ann Allen (Trust Business Manager).

Application packs are available from www.chorustrust.org and completed application forms should be returned by email to: recruitment@chorustrust.org

Please note CV's and Sheffield City Council application forms will not be accepted.

Closing date for applications: **Wednesday 16 January 2019 11:59pm**

Interviews will take place: **Friday 25 January 2019**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Address: Chorus Trust, Silverdale School, Bents Crescent, Sheffield S11 9QH

Tel: 0114 236 9991 Email: info@chorustrust.org www.chorustrust.org