



**Start date: From September 2021**

**Contract type: Fixed Term : 01.09.2021 – 31.08.2022, 8 hours a week Full Year**

**Grade 5 £19,698 to £20,903 (pro rata) Actual Salary £4,259 to £4,520**

**A base at a Uttoxeter Learning Trust school with the option to work from home**

## **Personal Assistant to the Chief Executive Officer**

Uttoxeter Learning Trust is currently comprised of seven academies, an associate member and has a new free school under construction at Bramshall Meadows. The Trust has plans to expand further but currently includes First, Middle and High Schools, several of which are small, rural schools, including Church of England. This 3-18 all-through educational family, supports each other to provide excellent teaching and learning, outstanding extra-curricular activities, excellent progress and attainment, and a friendly, safe and caring educational environment.

The successful person will provide a high quality, efficient and effective administration service to the Chief Executive Officer. Knowledge of Office 365 including Teams and OneDrive is essential. This is a new position and will be reviewed at the end of the academic year.

Closing date for applications: 11th June 2021

Interviews: 18<sup>th</sup> June 2021

The Uttoxeter Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position will be subject to a range of regulated checks, including DBS and references.

For more information and an application pack download the attached documents or:  
Visit our website: [www.uttlt.org](http://www.uttlt.org) or WMJobs / Stoke City Council Jobs Page

Telephone: 07902 472080

e-mail: [ceo@uttlt.com](mailto:ceo@uttlt.com)

To arrange an informal telephone conversation with the CEO please contact Sarah Clark at [ceo@uttlt.com](mailto:ceo@uttlt.com)