



Middlesex Learning Trust & The Compton School

Executive Officer

Overview

Middlesex Learning Trust is a new Multi Academy Trust based at the outstanding and highly successful Compton School in North Finchley. The CEO of the Trust is based at The Compton School and also undertakes national work for the Department for Education. The Executive Officer will provide support for this too.

Job Summary

The Executive Officer is a new role joining the Trust and the School at a very exciting time of their development. The post holder will provide high quality administrative support for both the CEO and The Headteacher, ensuring the smooth and effective running of both the Trust and the School.

Role specification

Candidates are expected to have a strong interest in education and be able to support the new CEO and Headteacher to take forward the vision of the School and Trust. Candidates should be educated to degree level

Core competencies

- Excellent organisational and time management skills
- Excellent written and spoken communication skills
- Proficiency in using Microsoft Word, Excel, PowerPoint and excellent computer and administrative skills, accuracy and attention to detail
- Being a self starter, resourcefulness, the ability to think creatively and solve problems
- A calm and professional manner and a flexible and adaptable approach
- ***Please refer to the Person Specification for skills and experience needed***

Location

Middlesex Learning Trust
c/o The Compton School
North Finchley
London N12 0QJ

Application Process:

Please complete an application form and send to
vacancies@thecompton.org.uk

For more information please visit the School or Trust website:

www.middlesexlearningtrust.org.uk
www.thecompton.org.uk

Role:

Executive Officer

Organisation:

**Middlesex
Learning Trust &
The Compton
School**

Salary

£27,801-£30,324

Scale Point

29-32

Application

Deadline:

23rd April 2018

Interviews

1st May

Posted:

26th March 2018