

Executive Assistant to CEO

CONTRACT TERM:	Permanent
SALARY:	NJC Pay Scale Points 22 – 30 (£31,364 - £38,223 FTE, pro-rated to £28,871.99- £35,186.01)
CONTRACT TYPE:	37 Hours (Term-time only plus 3 weeks directed holiday cover)
CONTRACT HOURS:	8.00 am – 4.15 pm Monday to Thursday 8.30 am – 2.30 pm Friday 30 Minute Break (Unpaid) Variable hours as required by the CEO
START DATE:	As soon as possible
CLOSING DATE:	Sunday 6th October 2024
INTERVIEW DATE:	Wednesday 6th November 2024

The Smith Foundation is committed to safeguarding and promoting the welfare of children and adults and expects all staff to share this commitment. Our recruitment process aims to create and maintain a safe workforce and contains robust vetting procedures. The successful applicant will be appointed subject to references and enhanced DBS check (this is a position working in regulated activity). The successful candidate will be subject to a rigorous safer recruitment process and must adhere to a strict code of conduct regarding behaviour at all times. Shortlisted candidates will be subject to online searches in accordance with KCSIE 2024.

Due to growth and expansion of services, this is a new position and an exciting opportunity for an innovative and dynamic Executive Assistant to CEO.

Are you a professional, enthusiastic and detail-oriented individual with a strategic mindset?

Do you have the proven experience in providing strategic support to senior leadership?

Do you have a proven record of organisation, coordination and project management?

Are you well-read and possess an extensive vocabulary, with the ability to communicate and write to an exceptionally high standard?

Are you an effective, confident and efficient individual with a strong work ethic, an outstanding personal brand and a flexible approach to work?

Do you have a positive attitude and mindset which mirrors the physical and mental health and wellbeing ethos of the Smith Foundation?

Do you have a personable character and rational skills that support constructive relationships?

Are you tech savvy and able to apply this knowledge always looking to learn and expand skills through research and person-lead development?

Are you able to identify, understand and tend to the CEO's personal well-being in ensuring that holistic needs are congruent to the outcomes of the Foundation?

PURPOSE OF JOB

The Executive Assistant will provide high-level, confidential administrative and strategic support to the CEO/Executive Principal. This role requires a proactive, organised, and detail-oriented individual who can manage multiple priorities and handle sensitive information with discretion. The successful candidate will be a key player in the smooth operation of the Foundation, acting as the right hand to the CEO/Executive Principal and ensuring that their time is optimised, and strategic objectives are met.

APPLICATION INFORMATION

Visits to The Smith Foundation are essential. For further information on this post please contact the HR department on email address: HR@thesmithfoundation.org.uk

All our roles are by application via TES.com. Please apply by visiting our vacancies page on the Foundation website <https://www.whsschool.org.uk/about/vacancies/> (please note we do not accept CV's).

"Staff are incredibly proud to work here. They receive regular training, including for safeguarding, which encourages them to help the school constantly progress." (Ofsted 2023)"

OUR OFFER

- A friendly and inclusive working environment
- Opportunities to truly enrich the lives of our children and young people and make a positive difference.
- A Quality of Life and Well-being programme of activity, experiences and gifts
- A competitive defined contribution pension scheme
- An employee assistance healthcare cashback plan
- Life Assurance Scheme (4x annual salary)
- A full induction programme, including an outstanding network of support
- A learning and development programme and CPD
- Assistance with childcare savings and cycle to work scheme
- Subscription to Head Space, Perks at Work and Discount for Teachers online apps which offers hundreds of discounts and benefits
- 50% towards the cost of branded work wear
- Personal health and fitness training, and a financial advisory service
- Free staff lunches and on-site parking
- Staff Savings Scheme
- A life day to take during term-time to spend enhancing your quality of life. *