

September 2018

Dear prospective applicant,

Thank you for your interest in this post, which is a pivotal role within the Cranmer Education Trust ([www.cranmereducationtrust.com](http://www.cranmereducationtrust.com)). Briefly, this Multi-Academy Trust was established by The Blue Coat School in 2015. Currently it includes Blue Coat, East Crompton St. George's Primary School, Mayfield Primary School and Manchester Nexus School-Centred Initial Teacher Training Centre ([www.manchesternexus.com](http://www.manchesternexus.com)). The Cranmer Education Trust is also preparing a bid to open a new secondary school in Oldham ([www.cranmereducationtrust.com/new-school](http://www.cranmereducationtrust.com/new-school)).

The direction of government policy is towards the development of bigger and more strategic organisations, rather than a large number of separate single schools or academies, and we anticipate that the membership of the Cranmer Education Trust will grow further over the next few years.

This post of Personal Assistant is to support both the CEO and the governance structure of the Trust. The person specification gives you full details of criteria; but what is essential is that the person we appoint has highly developed PA skills, is experienced, able and committed.

We believe the post is attractive for many reasons. It offers the opportunity to be involved in an exciting phase of national educational development. We offer a competitive salary and a permanent contract. We are committed to staff welfare, development and training. You would be automatically enrolled in the Local Government Pension Scheme – one of the best. The position is business hours, Monday to Friday with holiday benefits of 24 days PLUS bank holidays rising to 28 days after 5 years' service and 31 days after 10 years. The successful candidate will be based in The Blue Coat C of E School's iconic (listed) Henshaw Building in an accessible town centre location with free parking.

The work for the Personal Assistant will be varied, with an emphasis on communications, record-keeping and document management, preparing documents (from letters to extensive bid applications), working closely with other Trust officers, particularly the Directors of Operations and Finance. There will also be frequent and regular working with all of the schools, in the pulling-together of governance agendas and paperwork. The post requires the ability to work independently, self-manage, prioritise effectively, and above all, keep the CEO informed and able to access all documentation and resources.

Leave arrangements will need to be aligned with school terms and holidays, although there is some flexibility to a limited period of leave to be taken during term time, where this fits with the business need.



Finally, it is a lovely environment to work in. Blue Coat is an outstanding school. It buzzes with the energy and vitality of so many delightful, ambitious, and caring young people, and of a large, committed and professional body of staff – all focused on the goal of making our provision for children and young people the very best it can be. The successful candidate will be central to this, and their role will be at the heart of the Trust, in providing the support and systems that enable the Trust to do an outstanding job for a range of schools, and for teacher-training and provision for the future.

I hope that this answers your questions about what the post is for, and how it will work in a developing organisation. If it interests and excites you, we look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink that reads "Julie Hollis". The signature is written in a cursive style with a large, stylized 'J'.

Mrs J.A. Hollis  
CEO – The Cranmer Education Trust