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**WESTCOUNTRY SCHOOLS TRUST**

**Executive Assistant (Communications and Marketing)**

**Grade: E**

**Permanent, 37 hours per week x 42 weeks per year (38 weeks term time, plus 4 weeks worked flexibly across school closure periods)**

**Full time salary: £24,012 to £27,041 (42 weeks pro-rata - £22,047 to £24,828) according to experience**

**Ivybridge/Plymouth based**

Are you looking to join a dedicated and well-qualified central team supporting the work of some 2000 staff committed to delivering exceptional education?

WeST is a complex schools trust that is maturing rapidly, and this post provides an exciting opportunity to join an organisation with students and staff at its heart, built on an extensive track record of excellence.

The Trust consists of 22 schools (secondary colleges and primary) and a Teaching and Learning Institute. Our schools are in relatively close geographical proximity to one another, across south Devon, Plymouth and south east Cornwall. We are positioned in the heart of the south west peninsula, a stone’s throw from some of the most picturesque countryside and coastal locations in the UK.

If you are looking to develop your skills in the education sector in support of communication and stakeholder engagement, this is the ideal opportunity to take the next step in your career.

Working as part of WeST’s Core Services Team, this role will support the Trust’s communications channels and marketing activities as a well as providing a vital PR and professional administrative support role for the Executive Team.

The ideal candidate will have a strong administrative background with a flair for presenting information in a compelling way via a range of media. You will have, excellent written and verbal communication skills along with experience of designing publications, presentations and documents. You will be able to work on your own initiative, think on your feet and thrive in a fast-paced environment.

Stakeholder management is key and there will be a high level of interaction.

The Trust offers memberships of the Local Government Pension Scheme; a salary-related, defined benefit scheme and one of the most generous in the UK.

We would be keen to hear from dedicated and passionate professionals with a strong professional administrative background, including those who are looking to build on their marketing/communications experience.

For an informal discussion regarding the role please contact Joss Davis, Director of Human Resources, on mob. 07799 730789.

Application forms are available from [admin@westst.org.uk](mailto:admin@westst.org.uk) and completed applications should be submitted to this address by 9am (GMT) on Monday 25 January 2021.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

An enhanced DBS disclosure is required for this post.