



Cotswold Beacon Academy Trust

Cainscross Road, Stroud. GL5 4HE

Email: recruitment@cbat.academy

Executive Assistant

Grade 7 – points 21 – 25 - £30,825 - £33,945

Full time, 37 hours per week

Location: Stroud and remote working

Start Date – ASAP

We are looking for an Executive Assistant to join our talented and supportive CEO at the Cotswold Beacon Academy Trust. We are a thriving Multi-Academy Trust with a strong collective identity working together to generate and celebrate success within our communities. With a healthy outlook and an ambition to grow in the South West - Can you bring the professionalism, drive and initiative necessary to support our CEO and business functions?

This role is based in Gloucestershire supporting the CEO. You will bring energy, initiative, experience, attention to detail and an unlimited enthusiasm to this highly organisational role. We will bring an excellent working environment, a generous benefits package and training opportunities. If you think you have the skills and experience to match, please apply on a Trust application form, CVs will not be considered.

Send your Application Form and Covering letter (no more than 2 sides of A4, font size 12) to recruitment@cbat.academy by noon Friday 8th December 2023.

For more information, or to request an application form, please email recruitment@cbat.academy

Cotswold Beacon Academy 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 successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including references from current and previous employers, health, right to work in the UK, an enhanced DBS check and a further check against the appropriate barred list. This role involves some work with students and provides regular access to children, therefore is a regulated activity. Please see our Recruitment and Selection Policy including Recruitment of Ex-Offenders on the CBAT website. www.cbat.academy