

The Trust is seeking to appoint an enthusiastic and committed individual for the following role,

Trust Executive Assistant

Required ASAP

Permanent

All Year Round – 35 Hours per Week (Flexible Working Requests Considered)

Grade 8 Points 31-35 (Salary £40,476 - £44,711)

Greater Manchester Education Trust is committed to enhancing provision and raising standards of education for all cohorts of pupils to promote better outcomes and equitable opportunities in the future. This is defined within the Trust Vision statement:

We provide:

Great schools, where resilient, happy people flourish

Great teaching, where creative colleagues inspire and excel

Great opportunities, where everyone grows and develops: **Great futures**

To support our progressive and growing Trust, we are looking for an experienced Executive Assistant who can work flexibly to support our schools and the future success of GMET.

The successful candidate will be self-motivated, organised, proactive, and professional. The postholder will report to the Chief Executive Officer, working closely alongside the Chief Finance and Operations Officer to support in effective communication to stakeholders, diary management and planning, administration and management of trust projects.

About you

We are looking for individuals with the right attitude, passion, and commitment who will help us to achieve our vision to ensure that **together we create lives of opportunity**.

You will have excellent teamworking and interpersonal skills, an awareness of effective organisational cultures and an understanding and implement the principles of confidentiality and trust.

The Greater Manchester Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check and other pre-employment checks.

You will benefit from experience of working for an exciting and people-focused Trust that prides itself on our commitment to our community partners and businesses.

We understand that investing in our staff is the best investment in our students and offer a wide range of strategies to help our teachers and support staff be highly effective in their roles.

Employee benefits include: -

Health Cash Plan
Generous Pension Scheme
Employee Assistance Programme
Cycle to Work scheme
Free parking
Professional Development and Training
Company sick pay dependent upon service
Blue Light Card

Further information and application form can be downloaded from the trust website: <https://gmetrust.org/careers>

Please return your application form to recruitment@gmetrust.org by **12 noon on Monday, 24th March 2025**.

Interviews to take place week commencing 31st March 2025.

If you have any questions, please email: recruitment@gmetrust.org

As it is not possible to inform each applicant if they have been selected for interview, if you have not been contacted within 5 working days of the closing date, please be aware that you will not have been successful on this occasion.