

VACANCY



Matrix
Academy Trust
EDUCATION WITHOUT EXCEPTION

Personal Assistant to Chief Financial and Operating Officer

Matrix Academy Trust Head Office, Leamore Lane, Bloxwich, WS2 7PS

Full time | 37 hours | Monday to Friday (*flexibility with hours available for discussion at interview*)

Full time starting salary: £28,034 | Start Date: As soon as possible

The role:

Are you a self-motivated and enthusiastic individual? Do you have organisational and administration skills of the highest standard? If so, **Matrix Academy Trust** may have the perfect opportunity for you. We are seeking to appoint a **Personal Assistant to Chief Financial and Operating Officer** (CFOO) at our Head Office. The successful candidate will provide an efficient and professional PA service to the Chief Financial and Operating Officer. They will also provide administration support for the Trust and Head Office to enable the delivery of a professional and efficient administrative service. Key duties of the role will include coordinating meetings for the CFOO, preparing paperwork for Trust Board meetings and travelling to different school sites as required by the CFOO.

About you:

The successful candidate will play an important role within the Head Office. Key skills will include:

- Having experience of working within a similar Administration/Personal Assistant role, either in a school or similar fast paced environment;
- Being able to flexibly work to different role demands and work well under pressure;
- Having the ability to adhere to strict deadline dates.

Please see the job description for comprehensive list of the exact duties, skills and experience required.

About us:

It is an exciting time to join an expanding and thriving Trust. Our central Head Office supports seven Academies across the West Midlands with over 800 staff employed and 7,000 pupils. We always say 'if it's not good enough for our own families it's not good enough for our pupils' and we really mean what we say. Every child deserves an exceptional education. Our high expectations underpin everything. We believe no one wants to work somewhere where things are 'ok'. It's frustrating when other people aren't working as hard as you are. We offer a range of staff benefits including an Employee Assistance Programme and Cycle to Work Scheme.

Visit <https://matrixacademytrust.co.uk/vacancies/> to download an application form and send to the HR Director, Molly Thomason mthomason@matrixacademytrust.co.uk

Application Deadline: Sunday 12th November 2023

Please note that suitable candidates will be called for interview and we reserve the right to remove any advertised role early.

Safeguarding Notice:

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS clearance and preemployment checks in accordance with Keeping Children Safe in Education