

Executive Project Assistant

Job Title:	Executive Project Assistant
Responsible to:	Chair of the Trust and the Chief Executive Officer
Hours	40 hours a week
Salary:	£35,000 per annum

Overview:

Future Academies is a rapidly expanding group of Academy schools consisting of seven schools, four secondaries and three primaries, based in Westminster, Hammersmith and Hertfordshire. All schools have been rated Good or Outstanding at their first inspection since joining the group.

Future Academies also runs a SCITT, rated Outstanding and the best in London, and a Curriculum Centre which develops curriculum materials for its schools. Future Academies also runs the Future Teach scholarship programme to recruit graduate subject, specialist teachers. Future Academies has very high aspirations for its pupils. It specialises in a knowledge-rich curriculum and substantial education enrichment activities for its pupils.

Project Assistant to the Chair and CEO

An excellent role, providing the opportunity for a talented, articulate and capable individual to undertake an extensive portfolio of activity. Working to the highest levels at the charity the role offers both a challenging and rewarding opportunity.

As the Trust embarks on several major multi-million-pound redevelopment projects for its schools and has plans to take on further schools in the near term, we are recruiting a Project Executive.

The role would involve working closely with the Chair, the CEO and senior members of the Trust to support them to develop and execute plans, draft documents and follow up on actions.

In this role, you will also be expected to be flexible and be willing to work with the Chair and CEO on a variety of projects that may emerge.

Notably, in this role, you'll organise the team and act as the project teams' main point person for all things administrative—from holding meetings to coordinating all related concerns. Likewise, you'll be handling meeting arrangements, periodic events and vendor presentations.

You will also play an integral part in ensuring the Board and its committees and local governing bodies receive the support they require. You will be responsible for overseeing efficient administration, particularly concerning ensuring compliance with statutory and regulatory requirements and for ensuring implementation of the decisions of the Board of Directors.

You will work closely with the Sponsors of the MAT, taking responsibility for the development and efficient running of the governance strategy across the Trust and assisting with recruiting governors.

Person Specification

The position requires a self-starter who can multitask a wide variety of duties to support the Trust's various redevelopment opportunities. The individual must be able to work in a fast-paced environment, able to adjust to changing priorities and manage deadlines.

The ideal candidate for this role will be educated to degree level and have a high level of attention to detail. Strong administration skills and basic knowledge of MS Office (particularly Excel, Outlook and Word) are essential.

The successful candidate will write with precision and flair, be an excellent verbal communicator, be able to work at pace and be sensitive to the needs of a wide range of people.

Due to the nature of the role, it is essential to maintain a discreet and professional relationship with staff acting accordingly with sensitive material and information.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. You will require an Enhanced Disclosure and Barring Service check for this post.

Application Process

Closing date: Friday 28th June, 12:00pm

Shortlisting: Monday 1st July 2019

Interview and assessment day: Wednesday 3rd July 2019

Start date: Negotiable (ASAP)

Application forms available to download from Future Academies website:
www.futureacademies.org

Please send completed application form, CV and letter of application detailing why you feel you fit this role to: Shanaaz.price@futureacademies.org

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. This role will require an enhanced DBS check.

Future Academies is an equal opportunities employer.

Job reference: Executive Project Assistant

June 2019