



Executive Support | Head Office Coordinator

Salary: Range 6 points 26-28. Point 26 £30,447pa (actual salary)

Hours: 40 hours a week 8:30 – 5:00pm (30 minutes for lunch)

Future Academies is an educational charity and Multi-Academy Trust, regulated by the Department for Education. Built around a small family of innovative and ambitious schools in central London. The Trust boasts a proven track record of effective school improvement while transforming the lives of young people. Alongside our six academies, the Trust is well supported by the Outstanding Pimlico-London SCITT and the new, innovative and research based Curriculum Centre.

Future Academies is currently recruiting a Team Executive. An exciting opportunity has arisen for a personable and professional Team Executive with solid support skills to work within the Trust office of a successful Multi-Academy Trust.

Working in the Head Office of a growing multi-academy trust based in Westminster, this role would suit an individual of the highest calibre to support the Executive Assistant ensuring the smooth running of the Chief Executive's office. You will have exceptional interpersonal skills, be highly motivated and possess high level administrative skills. Your attention to detail must be first class. It is essential to demonstrate an extremely professional image of the Trust to external and internal colleagues and stakeholders. No two days will be the same in this role you will need the ability to respond to ever-changing priorities and small and medium size projects in a positive and people focussed way.

This is a very exciting time as we build our central team and we hope you will join us on our journey, the assistant will play a pivotal role in shaping the future of the administrative central services.

Closing date: Monday 17th December at 3:30pm

To apply: Please complete the Future Academies [support staff application form](#) and send to s.price@pimlicoacademy.org

Future Academies, Lupus Street, London, SW1V 3AT visit our website www.futureacademies.org to find out more about our ambitious educational family.

Please note that Future Academies reserves the right to shortlist and interview before the closing date if a suitable candidate applies for the post.

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. An Enhanced Disclosure and Barring Service check is required for this post.