
Vacancy – Executive officer and PA to the CEO

Plymouth CAST is a multi-academy trust of 35 Catholic schools and one nursery, formed in 2014. The Trust extends across seven local authority areas from Penzance in Cornwall to Poole in Dorset. We have 1,300 staff and educate 7,000 children and young people.

Plymouth CAST are looking to recruit a highly motivated and experienced Executive Officer and PA to the CEO. The successful candidate will be supporting the CEO with the Trust's Vision and Values and projects, which will move the Trust forward and encourage more collaborative working throughout our Schools, making it a really exciting time to join us.

The successful applicant must be flexible, show initiative and discretion with an excellent understanding of handling sensitive and confidential information. You will show leadership, sound judgement and confidence in dealing with the planning and hosting of diary appointments and events, including unforeseen circumstances particularly in the absence of the CEO.

You will be responsible for providing high-level support and personal administration to the CEO ensuring Plymouth CAST delivers its strategic plan and Measures of Success. You will be able to lead on specific projects as assigned by the CEO therefore strong organisational skills are essential. As you will be acting as the first point of contact and the key liaison point between the CEO, the wider Trust and the external world you will need to have strong effective written and verbal communication skills.

A full Job Description is available but our key requirements for the Executive Officer post is an individual who:

- Is educated to Degree level or has equivalent experience
- Possesses detailed knowledge of the Education sector/wider public sector
- Demonstrates strong evidence of IT and Project Management Skills
- PRINCE qualification (desirable but not essential)
- Has an evidenced track record of high-level communication, handling sensitive and confidential information and interpretation skills including intelligence gathering and political judgement
- Has excellent report writing capabilities, including complex briefs and detailed high-level reports for internal and external communications
- Is able to undertake independent, original research incorporating detailed analysis of complex quantitative and qualitative data.
- Is able to work with a high level of autonomy with minimum direct supervision, strong organisational skills and the ability to determine priorities in the face of changing and competing demands and tight deadlines.
- Experience of managing individuals and teams

Location: This role will predominantly be home based with some expectation to be flexible with working from the Trust Central Office which is located within the grounds of St Boniface College Plymouth, Devon. There may be an occasional need to travel within the UK to support with events as and when required.

Salary: The starting salary for this position is £30,451 Pro-rata depending on qualifications and experience.

Contract: This is a permanent contract, 35 hours per week over 44 weeks a year.

Start date: Negotiable

If you feel you would enjoy the challenge that this role offers, we would be delighted to hear from you. If you wish to apply for this position, please call Plymouth CAST Human Resources on 01752 686710 to request an Application Pack. ***For indeed only*Alternatively, please click apply now and we will arrange for an application form to be emailed to you.**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A DBS Disclosure may be required for this post.

Closing Date: Midday 4th January 2021