



# Mercian Educational Trust

# Personal Assistant to CEO



**Start Date: 2nd September 2026**

**Closing Date: 24<sup>th</sup> August 2026**

**Email: [office@metacademies.org.uk](mailto:office@metacademies.org.uk)**

**CEO Mercian Educational Trust: Mr Dafydd Lawday**



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## Welcome from CEO

Thank you for your interest in joining Mercian Educational Trust (MET) as Personal Assistant to the CEO.

As a collaborative Trust, we aim to support schools in Worcestershire and Herefordshire to be safe, high-performing, and community-focused. We balance individual school identity with Trust-wide collaboration for the benefit of all.

Guided by our values of prepare, empower, and thrive, we act with integrity, compassion, inclusivity, respect, and wisdom. These values shape how we raise achievement, promote inclusion, and develop leadership. A

This is a role with real impact, shaping the experience of hundreds of young people. If you have the vision, expertise, and heart to lead with purpose, we look forward to hearing from you.

Dafydd Lawday, CEO

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## About Mercian Educational Trust (MET)

As a dynamic and ambitious cross-provision Trust, we bring together the strengths of SEND and mainstream education to create learning environments where every pupil can thrive. Our seven schools across Malvern, Worcester and Hereford each serve a distinct community, and we proudly celebrate this individuality while uniting around a shared mission: to deliver exceptional education that transforms futures.

Our family includes mainstream primaries, a Church of England primary and specialist provision for both primary and secondary pupils—giving us a rich blend of expertise that strengthens teaching, enhances curriculum design and broadens opportunities for all learners.

We believe deeply that **together we are stronger**. By working as one Trust, we empower our schools with high-quality professional development, access to specialist knowledge, and shared leadership that supports consistent excellence in the classroom. Our culture of collaboration allows great practice to flourish and ensures pupils benefit from a wide network of expertise, enrichment and support that extends far beyond their home school.

We are a community where staff feel inspired, pupils feel valued and every learner is given the opportunity to achieve their very best.



## Why Join the Mercian Educational Trust?

At MET, you'll be part of a **forward-thinking, ambitious and deeply collaborative Trust** where everyone works together to support, challenge and uplift one another. We invest in our people because we know that when staff thrive, pupils thrive. Here's what you can look forward to:

### Salary Sacrifice Schemes

- Cycle to Work
- Tech Benefits

### Exceptional Wellbeing Support

24/7 Employee Assistance Programme and App

### Free Health Essentials

- Annual flu jab
- Regular eye tests

### Real Career Progression

We're a Trust that **actively grows talent**

- Move across schools or central teams as new roles arise.
- Access rich CPD, coaching and collaborative learning.

### Top-Tier Pension Schemes

- Teachers' Pension Scheme for teaching staff.
- Local Government Pension Scheme for support staff—

### A Culture Built on Collaboration

You'll join a community where:

- Staff regularly work across schools to strengthen practice.
- Leaders share expertise to raise standards Trust-wide.

### Practical, Everyday Benefits

- Free parking on or near every site.
- 50% discount on wraparound care across all MET schools (*Nursery provision excluded*).



## Vision and Values

**Empowering our community to develop a range of diverse skills to thrive in an evolving world through our family of distinctive schools**



**We are prepared; our strong, resilient pupils and staff are equipped for a successful future.**

- We foster collaboration and provide ongoing professional development.
- Wellbeing is a priority for all pupils and staff.



**We are empowered; we work together to encourage each other's unique strengths and ambitions.**

- The central team supports staff to perform their core roles.
- SEND, Attendance, and Family Support expertise is shared and enhanced.



**We thrive which encourages our pupils love of learning.**

- We provide educational support and guidance for teachers and staff.
- Our schools are at the heart of their communities, ensuring everyone thrives.
- We collaborate, sharing ideas and resources.

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## Our Goals



We offer high quality equitable education to all



We make a positive impact on the lives of all engaged with Mercian Educational Trust



We work together and collaborate for success wherever possible



We meet needs and challenges to ensure inclusivity and equality for both individuals and communities



We make a positive impact on society and our communities.

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## About MET

Trust Information	
Provision	Primary – Mainstream Primary – Specialist Secondary – Specialist
Age Range	4-16
Number of staff	378
Number of children on roll	1693
Attendance	93.9%
% of children with SEN	33.1%
% of children on FSM	34.1%
% of pupils in receipt of Pupil Premium	36.7%



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# The Recruitment Process



All applicants are required to fully complete the correct application form, which is freely available from our Trust website, <https://www.metacademies.org.uk/vacancies/>. Applications or CVs in any other form will not be accepted. Please also include a completed reference form. Email all forms to [office@metacademies.org.uk](mailto:office@metacademies.org.uk)

**Shortlist:** Following the closing date, our Executive Leadership and Trustees will shortlist candidates based on how well their application matches the job description and person specification.

# Job Overview



**Job Title:** Personal Assistant to CEO

**Salary Scale Point:** Sc5 SCP 12-17: £28,598 - £31,022 FTE

**Hours Per Week:** 16.5 hours per week (Hybrid Working)

**Contract Type:** Part time, permanent, Term Time Only

## Job Purpose

To provide a confidential and personal service to the Chief Executive Officer, carrying out a range of secretarial and administrative tasks and support the smooth and efficient running of the Chief Executive Officer's day-to-day operations

*Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check*

**This post requires the ability to perform a role that involves frequent contact with children  
This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**

# Job Description



## Managing enquiries

- Act as the first point of contact for colleagues and stakeholders looking to speak with the Chief Executive Officer
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Assist with managing the Trust email inbox, ensuring the school meets its expected response times and emails for the Chief Executive Officer are acted on
- Manage enquiries and requests efficiently, referring where necessary
- Welcome visitors on behalf of the Chief Executive Officer
- Assist staff, parents, governors and other stakeholders with the information and support they need
- Open and respond to mail, escalating to the Chief Executive Officer where necessary
- Handle all confidential correspondence with discretion

## Administration and diary management

- Coordinate the Chief Executive Officer's diary, making decisions around priorities and ensuring the Chief Executive Officer is suitably briefed
- Organise travel and accommodation arrangements
- Support the Chief Executive Officer to manage their workload, advising on priorities where appropriate
- Prepare the Chief Executive Officer for meetings by assembling reports and relevant documents
- Respond to appropriate requests for information from governors or external agencies
- Maintain accurate records in efficient files and online systems
- Support with the coordination of certain school events, under the direction of the Chief Executive Officer
- Complete desktop research for the Chief Executive Officer, analysing findings and providing summaries for the Chief Executive Officer

# Job Description



## Written communication

- Interpret Chief Executive Officer's comments into draft written correspondence to be sent to relevant stakeholders
- Develop professional written communication which upholds the trust's vision and values
- Proof-read outgoing communication to ensure it's of the highest standard
- Support the Chief Executive Officer to use Microsoft applications (e.g. Word, Excel, Powerpoint).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually by the designated Line Manager they reserve the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility

# Job Overview



## SUPERVISORY RESPONSIBILITY – LINE MANAGEMENT

This post does not involve any line management responsibility

## SUPERVISION RECEIVED

The Personal Assistant will report directly to the Chief Executive Officer

*Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check*

This role involves infrequent contact with children. The role does not require engagement in regulated activity relevant to children.

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**



# Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Minimum of 2 years' experience working in a similar role	X	
Carrying out administrative and secretarial tasks	X	
Dealing with face-to-face and telephone interactions	X	
Working with children or young people		X
Working and collaborating within a team	X	

<b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
Ability to perform a role that involves infrequent contact with children	X	
This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020	X	



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Personal Qualities and Education	Essential	Desirable
GCSE or equivalent level, including at least a grade 4 (grade C) in English and maths	X	
Commitment to promoting the ethos and values of the Mercian Educational Trust and getting the best outcomes for all pupils	X	
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust	X	
Commitment to a team approach; exchanging ideas and providing support to colleagues where needed	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality at all times	X	
Commitment to safeguarding and equality	X	
Embraces change well	X	
Deals with difficult situations effectively	X	
Patient, flexible and adaptable, meticulous and conscientious	X	

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Skills and knowledge	Essential	Desirable
Good oral and written communications skills	X	
Ability to respond quickly and effectively to issues that arise	X	
Ability to plan, organise and prioritise to meet deadlines	X	
Ability to produce meeting minutes and documents of a high quality	X	
Ability to use own initiative and take action accordingly	X	
Excellent attention to detail	X	
Ability to use IT packages including word processing, spreadsheets and presentation software	X	
Ability to use AI to enhance role, tasks and communications		X
Ability to use relevant office equipment effectively	X	
Ability to build effective working relationships with colleagues	X	
Understanding of data protection and confidentiality	X	
Understanding of safeguarding		X

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# Next Steps

If you would like to apply for the role Personal Assistant

Please complete the application form below before 30th June 2026

Email the application form to [office@metacademies.org.uk](mailto:office@metacademies.org.uk)

We look forward to receiving your application.



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