

iet

isle
education trust

Candidate Information Pack

Executive Assistant to the IET Executive Leadership Team
Isle Education Trust – Central Support Services

klpa kilton lindsey
primary
Academy

bspa burton upon stather
primary
Academy

apa althorough
primary
Academy

ca coritani
Academy

eпа epworth
primary
Academy

sa south
axholme
Academy



About IET

The Isle was created when local ancient settlers in North Lincolnshire combined their communities enabling individual inhabitants to live safely and thrive. Isle Education Trust is proud to have built itself on these foundations and is a community of schools who grew from the mutual recognition that by working together to build communities we can inspire each other to be excellent.

Isle Education Trust (IET) was formed when South Axholme Academy and Epworth Primary Academy became partners to support and develop excellence in the local education community. Soon after, the benefits of belonging to a wider community all working together with a common purpose attracted Coritani Academy to join the Trust.

Isle Education Trust is an education community, driven by the belief that individuals and communities flourish together when they

- are **respectful** of their communities and the individuals within them.
- work together to **inspire excellence** in one another in order to thrive.
- are **resilient** to challenges and dare to be excellent.

At Isle Education Trust each academy has its own mind-set which underpins all that they do. Our students are at the heart of everything we

do, and we aim to ensure every single one of them has the support and guidance they need in order to reach their full potential.

We believe that every individual matters – learners, staff, parents and governors. The Trust places equal emphasis on enjoying learning inside and outside of the classroom. We feel passionately that all students should have the opportunity to be involved in a broad range of activities, regardless of gender, background or religion. In this way students gain a breadth of experience to enable them to develop into highly sought after individuals in whatever route they take upon leaving the Trust.

IET is committed to supporting academies to achieve this goal by celebrating what is unique about each setting, whilst providing structures and mechanisms to reduce pressures on Principals and leaders by absorbing roles such as finance, HR, Estates Management, IT and other statutory obligations in to the IET Centralised Services team. As a result, Principals are able to devote their time and energy to managing teaching, learning and the quality of education within their academy so that it is the very best that it can be.

- We believe that we can ***inspire excellence together*** and are a place where ***communities matter*** and ***individuals thrive***.





Welcome from the CEO

Dear Prospective Colleague,

Thank you for your interest in joining Isle Education Trust. I'm delighted that you're considering becoming part of our team—whether you're looking to support students directly or contribute to the vital work that happens behind the scenes, your role matters deeply to us.

At Isle Education Trust, our vision is clear: *Inspiring Excellence Together*. Across our family of academies, we recognise that excellence doesn't happen by chance—it's built by a committed, skilled, and diverse team working together with shared purpose.

Our non-teaching colleagues are the backbone of our success. From safeguarding and administration to site management, finance, pastoral support, and everything in between, you help shape the culture and daily experience of our schools. Your expertise keeps our academies running smoothly, our environments safe and welcoming, and our pupils supported every step of the way.

We are proud to uphold values that guide our Trust:

- **Respect** – shown through honesty, consistency, and care.
- **Resilience** – demonstrated in our commitment to excellence, even in the face of challenge.
- **Inspiration** – sparked by individuals who lead by example and empower others to thrive.

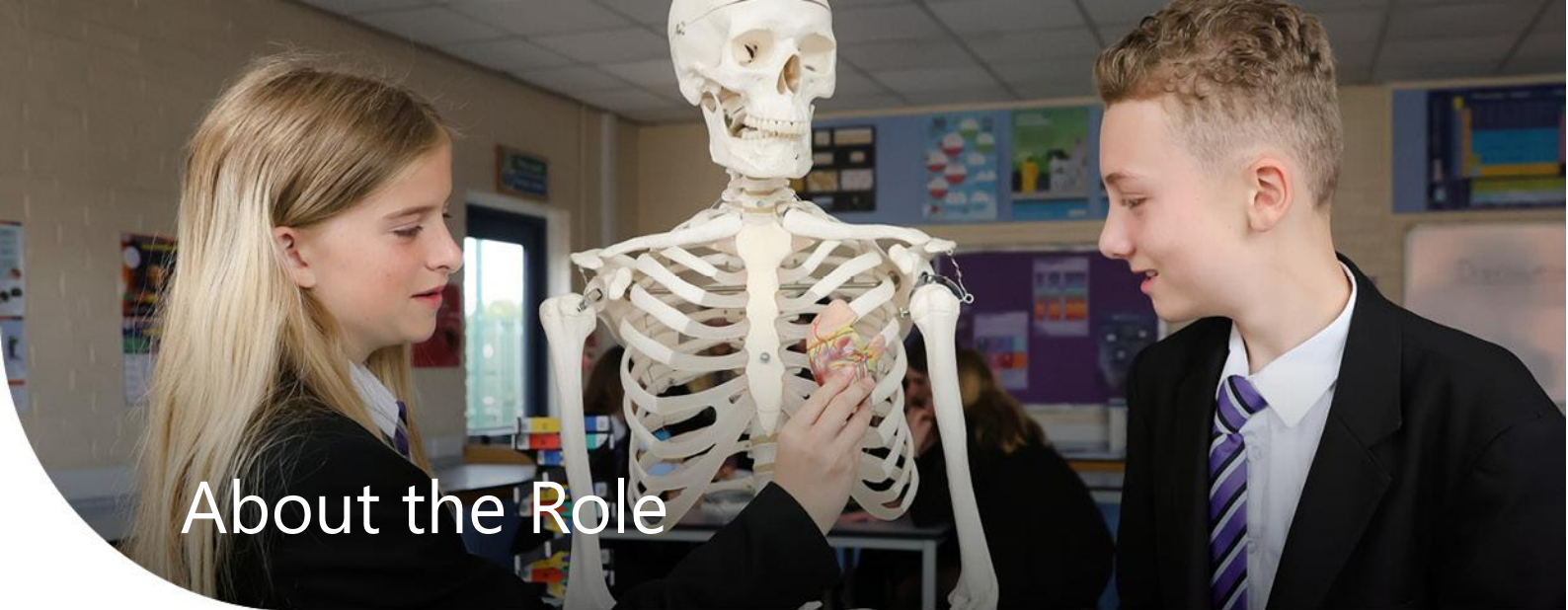
When you join our team, you'll find a community where your contributions are valued, your development is supported, and your wellbeing is prioritised. We offer professional learning opportunities, a culture of collaboration, and a genuine commitment to making our academies great places to work.

If you share our belief that every role within education is a chance to make a difference, I warmly invite you to explore opportunities across the Trust. We'd be thrilled to welcome you into our mission of inspiring excellence—together.

Warm regards,



Sarah Sprack
CEO, Isle Education Trust



About the Role

We are looking for an exceptional Executive Assistant to join our ambitious and growing team. If you are a highly organised, detail-orientated, proactive individual, this may be the role for you.

Isle Education Trust (IET) is a dynamic Multi-Academy Trust based across the Isle of Lincolnshire and North Lincolnshire, comprising of four primary schools, a secondary school and an alternative provision, where we believe strongly in inspiring excellence together and being a place where communities matter and individuals thrive.

This is a unique role in which you would be providing confidential, proactive and high-level administrative support to the Executive Leadership Team, comprising of the CEO, CF&OO, Director of Primaries and Director of Inclusion. You'll manage complex diaries, coordinate meetings, prepare reports, manage communications, and act as a trusted point of contact for senior leaders and stakeholders, enabling the Executive Team to focus on strategic priorities. Alongside this you will act as the Trust Data Protection Lead ensuring timely and compliant responses to data requests. In addition, you may be required to support the Trust Governance and Compliance Professional.

At Isle Education Trust we believe that everyone who works with us has a positive impact on our students and communities, no matter what role they do. We value our people and to demonstrate that we offer excellent opportunities for professional growth. We provide flexible working arrangements to support work-life balance, generous pension schemes, wellbeing initiatives and family friendly policies.

If you are passionate about providing outstanding professional support and making a meaningful contribution to our excellent trust, then we would be delighted to hear from you.

If you would like any further information about the role, do get in contact by emailing shodder@isleeducationtrust-iet.co.uk or by calling 01427 433013. We would be delighted to talk to you!

Every best wish,

Samantha Hodder
Chief Finance & Operations Officer
Isle Education Trust



Job Description

Job Title	Executive Assistant to the Executive Leadership Team
Salary details	£31,230 (£17,725 pro-rata)
Job Details	21 hours per week, all year
Location	Hybrid – Home and IET Head Office Staynor House, Newborn Court, Epworth, Doncaster, DN9 1HQ
Required	As Soon as Possible
Application Close	9am, Monday 3 rd August 2026
Interview Date	TBC

Job Purpose

To provide high-level, proactive, executive support to the IET Executive Leadership Team, ensuring the effective coordination of priorities, communication and decision making.

The role is key to enabling the smooth running of the executive function, allowing the team to concentrate on achieving the Trust's strategic priorities. This will be made possible through expert diary and meeting management, high-quality administrative support and the handling of sensitive and complex matters with discretion. The postholder will work closely with colleagues and stakeholders across the Trust, supporting strategic priorities, compliance and organisational effectiveness.

The role will support the CF&OO to ensure compliance with GDPR and associated legislative requirements, and to provide support to the wider academies in relation to the compliance and secure use of personal information to meet the business objectives of Isle Education Trust.

The Executive Assistant reports to the CEO





Key Responsibilities and Accountabilities

Main Responsibilities

- Provide a high level of executive support, ensuring effective organisation, prioritisation and delivery of key activities.
- Provide complex diary management, balancing competing priorities and ensuring efficient use of time. Anticipate needs and proactively manage schedules in line with Trust priorities and deadlines.
- Act as a key point of contact for internal and external stakeholders, building and maintaining effective professional relationships and ensuring timely, high-quality communication.
- Schedule and coordinate meetings across internal and external stakeholders, ensuring all logistical arrangements are in place.
- Prepare high-quality meeting briefing packs, agendas and supporting documentation, collating relevant information as requested by executives.
- Attend meetings as requested, taking accurate minutes/notes and ensure these are distributed in a timely manner.
- Maintain action logs, proactively tracking and following up with colleagues/other relevant stakeholders to ensure completion.
- Monitor and prioritise executive email inboxes where appropriate, responding on behalf of the Executive Leadership Team and highlighting key actions and risks.
- Draft routine correspondence and support the preparation of reports, presentations and corporate documents to a high professional standard.
- Support with forward planning, maintaining executive planners and ensuring alignment with Trust priorities and key events.
- Manage confidential and sensitive information with a high level of discretion, professionalism and judgement.
- Work collaboratively with colleagues across IET to support cross-Trust activity and resolve issues.
- Produce reports and collate information to support ELT decision making.
- Attend specific meetings as directed, providing administrative support as required.
- Use Trust-approved digital and artificial intelligence tools to enhance productivity, streamline administrative processes and support the effective delivery of the role, ensuring compliance with Trust policies and data protection requirements.
- Identify opportunities to improve administrative systems, processes and ways of working, promoting efficiency and continuous improvement across the executive and administrative functions.
- To assist with the processing of all Data Subject Requests and third-party requests in accordance with internal IET processes, the GDPR and UK Data Protection legislation ensuring liaison with the internal department, whilst ensuring compliance with timescales.
- Responsible for maintaining accurate records and registers, ICO registrations and other ad hoc administrative tasks.
- Work with the DPO and other internal stakeholders to ensure timely delivery of data protection compliance across IET.
- Ensure all work aligns with Trust policies, governance requirements and confidentiality standards.



We expect all Trust staff to:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Ensure compliance with data protection laws and safeguarding procedures.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues.
- Proactively participate with arrangements made in accordance with the Appraisal Policy.
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos.
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students.
- Attend and participate in appropriate calendared meetings.
- Take responsibility for own professional development and duties in relation to Academy policies and practices.
- Liaise effectively with staff, students, parents and governors.
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Carry out any other duties as directed by your Line Manager as may from time to time be agreed in accordance with the nature of the job described above.
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This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.



Person Specification:



Education, Qualifications and Relevant Experience	Essential	Desirable
Minimum of 5 GCSEs or equivalent qualifications or experience including English and Maths	A I	
Professional development relevant to the post	A I	
Professional qualification in administration		A I
Knowledge, Experience, Skills and Competencies	Essential	Desirable
Demonstrated experience in providing high-level administrative support to senior leaders, including diary management, correspondence handling, and meeting coordination	A I R	
Understanding of principles and legislation within an education or regulated body sector		A I R
Strong working knowledge of standard office software and a willingness to adapt to new systems	A I	
Experience of conducting high-level research, analysing data, and presenting reports clearly and accurately	A I	
Exceptional ability to plan, prioritise, multitask, and manage a varied and demanding workload to meet tight deadlines	A I R	
Understanding of recent and relevant developments in education		A I
Experience of working in a Multi-Academy Trust or educational setting		A I
Experience of dealing with difficult enquiries and situations in a professional, proactive and helpful manner	A I R	
Demonstrated ability to accurately record discussions, decisions, and actions during formal meetings, ensuring clarity and completeness	A I R	
Experience in producing minutes promptly after meetings and distributing them to relevant stakeholders within agreed timescales	A I R	
Exceptional written and verbal communication, including drafting formal minutes and reports	A I R	
Strong people skills, with the ability to build and maintain relationships with a wide range of stakeholders	A I	
Ability to maintain absolute professionalism and strict confidentiality with all sensitive materials and discussions	A I	
Strong critical thinking skills, with the ability to anticipate needs and proactively address issues	A I	
High level of accuracy and attention to detail in all aspects of work	A I	
Professional, approachable and resilient under pressure	A I R	
Proven track record of delivering work on time without compromising accuracy or compliance requirements	A I	
Detail orientated with a proactive, solution focussed approach	A I	

Personal Qualities & Essential Attributes	Essential	Desirable
Committed to continuous improvement	AI	
A professional approach in both manner and physical appearance	I	
Carry out all duties having a regard to an employee's responsibility under Health & safety Policies	AI	
Enthusiasm, determination, and insistence on high standards	I	
Flexible and good-humoured approach	I	
A proven track record of excellent attendance and punctuality	I	
A sense of humour and good sense of well-being	I	
Able to work with or without supervision	AI	
Willingness to participate in further training and developmental opportunities offered by the Trust	AI	
Safeguarding	Essential	Desirable
A commitment to following the Trust's safeguarding and health and safety procedures and recognise when to report any concerns	AI	
Equal	Essential	Desirable
Knowledge, understanding and commitment to equality, diversity and inclusion	AIR	

KEY

A = assessed through the application process

I = assessed through the interview process

R = assessed through reference





Trust Benefits:



Pension Scheme

All staff are enrolled in either the Teachers' Pension Scheme or Local Government Pension Scheme, whichever is relevant.



Continuous Professional Development

IET offers numerous opportunities for continued CPD for **all** staff including NPQs and apprenticeships



Cycle to Work Scheme

Eligible staff may apply to purchase a new bike, e-bike or cycling accessories through this salary sacrifice scheme, making significant savings.



Staff Wellbeing

This is a priority for the Trust. All staff have access to a free Employee Support Package, including 24/7, 365 days a year online and telephone support covering areas such as mental health, bereavement, financial advice and counselling.



Healthcare

All staff have free access, 24/7, 365 days a year to an online doctor.



Flu Vaccinations

All staff are able to request a free voucher for a flu vaccination in the Autumn term.



Discounts

Through our employee benefits platform, staff can make significant savings through discounts and vouchers in a range of areas including restaurants, supermarkets, retail and holidays.



Appointment Process

How to apply

To apply for this post, visit the IET website:

[Isle Education Trust - Vacancies](#)

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

Isle Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.