



Executive Assistant

The Good Shepherd Trust



Candidate Information Pack
May 2026



Executive Assistant

Dear Applicant,

Thank you for your interest in the post of Executive Assistant at the Good Shepherd Trust. The Good Shepherd Trust is a multi-academy trust consisting of 24 schools in the Diocese of Guildford, across Surrey and Hampshire.

We are currently looking for an **Executive Assistant** to the Chief Executive Officer. You will have responsibility for supporting the Chief Executive Officer with diary management, day-to-day support, and other administrative tasks as well as supporting the wider Executive Team (Deputy CEO & CFOO). You would also lead the trust's admissions process for all our schools and be the manager of complaints at trust level. If you are a proactive individual with a positive outlook, we would be delighted to receive your application. We have opportunities to further develop the use of our new training suites and you would play a key role in driving that initiative.

At The Good Shepherd Trust, our vision is clear: **flourishing together**, to build communities where all children and adults flourish. We are looking for a proactive and self-motivated person who can enable the executive team to lead well. This is a new and key role as we grow and develop and broaden our offer as a trust, both to our schools and wider afield.

We strive to build strong and effective partnerships with stakeholders locally and nationally. This role will be key to sustaining those relationships and supporting colleagues to share the great practice in the trust.

Why join the GST Central Team?

- Make a real impact at the heart of the Trust – Work directly with the CEO and Executive Team, supporting strategic leadership that improves outcomes for children and communities.
- Purpose-driven, values-led organisation – Join a Trust committed to flourishing together, with a clear vision focused on education, community and opportunity.
- High profile, trusted role – Play a key part in governance and executive support, including taking the lead on some key aspects of our work.
- Supportive culture with development opportunities – Be part of a collaborative central team that values professionalism, initiative and ongoing professional growth.

We are working hard to become a more diverse organisation – which is key to our commitment to flourishing. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the group as a whole. We always appoint on merit.

We are very excited about the opportunities this role will create to drive our Trust forward. We look forward to hearing from you and receiving your application.

Paul Kennedy
Chief Executive Officer



Job Title: Executive Assistant

Location: Central Trust Office, Guildford. This is an office based role.

Grade /Salary: GST Grade F (£29,987 – £34,632 FTE) (6 scale points within banding for progression)

Hours / Working Pattern: 25- 36 hours per week. Flexible working considered. Term Time only, part time options.

Contract Type: Permanent

Reporting to: Chief Executive Officer

Key Duties:

- Provide comprehensive administrative support to the Chief Executive Officer.
- Provide additional administrative support to the wider Executive Team and others in the central team.
- Provide extensive diary management support including set up site visits, Teams meetings, hotel bookings and face to face meetings as required.
- Provide administrative support, including minute taking in meetings and projects.
- Prepare documents, reports and presentations as required.
- Lead the organisation of meetings and events, particularly the use of our training facilities by outside agencies.
- Lead and manage the trust's admissions process for all our schools.
- Lead and manage the trust's complaints procedure.
- Ad hoc duties as and when required in line with role and responsibilities.

Please note that duties will vary and you will be expected to contribute to the overall aims of the group when required,

Skills and Qualifications

- Good level of literacy and numeracy, attention to detail and data accuracy are essential (GCSE 4 or above to include English and Maths).
- Demonstrable experience of working in a similar role.
- Experience of working in a multi- site and complex organisation, ideally public sector or similar.
- Computer literacy – Excel, Word, Outlook, Access, PowerPoint and aptitude to learn and use a range of software once trained.
- Accurate typing, touch typing desirable.
- Organised, good time management and ability to prioritise.
- Ability to manage own time to deal with multiple tasks.
- High levels of interpersonal ability with excellent written and verbal communication and customer service focus.
- Maintain a high degree of confidentiality regarding sensitive issues and data concerning members of staff and all stakeholders.

Closing date: 5pm 1st June

Interview dates: 8th & 9th June

Start date: TBC

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The post holder's responsibility



for promoting and safeguarding the welfare of children and young people with whom they come into contact will be to adhere to and always ensure compliance with the Trust's safeguarding policies.

Equality

Equality, diversity, and inclusion (EDI) are critical components of a healthy organisational culture. The postholder will support us to create a welcoming, supportive environment where every student and staff member can thrive.

Safeguarding

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment. All appointments are made subject to an enhanced DBS clearance (Disclosure and Barring Service), satisfactory references and qualification checks. The postholder will be required to safeguard and promote the welfare of children and young people and follow Trust policies and the staff code of conduct.



About The Good Shepherd Trust

The Good Shepherd Trust is a multi-academy Trust within the Diocese of Guildford. We currently have 24 schools, 23 in the primary phases and 1 secondary school. The Trust has implemented school hubs for the purpose of collaboration to improve outcomes for children and is seeking to further streamline and centralise services in order to better support all the schools within the Trust.

Each Trust school is unique. The Trust is committed to celebrating the local context of each school and capitalising upon their strengths to the benefit of the wider Trust. The quality and commitment of our people is at the heart of all we achieve. The Trust values them, develops them, and is an employer of choice.

Educationally our consolidated outcomes (for schools that meet the 3-year criteria for inclusion) across the Trust are in line with national average for MATs and within the Trust community are demonstrated in outstanding, good and improving schools.

The Trustees are ultimately accountable for the performance of the Trust and have a key role in setting the strategic direction and managing risk. The Trustees delegate some responsibilities to local committees (LC's).

The Trust has an active central team, based in Guildford, who provide support for school improvement and educational outcomes, safeguarding, governance, admissions, human resource management, finance and much more.

There are exciting developments in the pipeline to further develop the central function, which will bring benefit to all our schools.

We are guided by our principles and it is these, along with our vision and values that create the culture of how we work together:

Our core GST Values:

- **Kindness:** The quality of being friendly, generous, and considerate towards others. It involves showing compassion and empathy, often through small acts that make a big difference.
- **Integrity:** The practice of being honest and having strong moral principles. It means doing the right thing even when no one is watching and maintaining consistency between our words and actions.
- **Resilience:** The ability to recover quickly from difficulties and adapt to challenging situations. It involves maintaining strength and positivity in the face of adversity and rebounding from setbacks.

How to Apply:

Please complete your application form on [MyNewTerm](#)