



Find Your Future

Pride
Respect
Success

Executive PA to the Leadership Team

Penrice Academy

I Grade: Starting Salary £31,136

Full Time: 52 Weeks



Cornwall
Education
Learning Trust

Exceptional Educational Experience



Dan Morrow
Trust Leader



Clare Ridehalgh
Deputy Trust Lead



Rich Baker
Deputy Trust Lead

Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





Welcome from our Chair of Trustees

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

Sally Foard
Chair of Trustees



Sally Foard
Chair of Trustees





Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



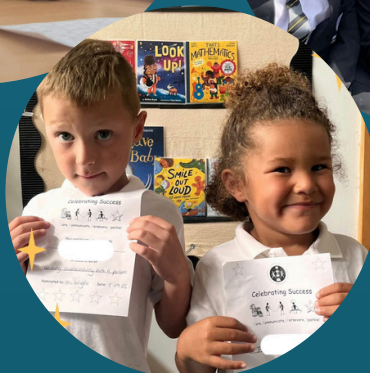
9000
LEARNERS



1200
CELT STAFF



16
SCHOOLS



Executive PA to the Leadership Team

Purpose of the role:

This is a pivotal role at the heart of a values-driven Trust, supporting strategic leadership, ensuring operational excellence, and enabling effective communication across our schools, partners and stakeholders. The role will provide executive administrative support to the Headteacher and senior leadership team, leading administrative teams to deliver an exceptional organisational administration.

Leadership & Organisational Support

- Provide high-level administrative and organisational support to members of the Leadership Team.
- Proactively manage complex calendars, diaries, meetings, briefings, and correspondence.
- Prepare high-quality documentation, reports, presentations and minutes with accuracy and attention to detail.
- Coordinate internal and external engagement, ensuring leaders are well briefed and prepared.
- Maintain confidentiality, professionalism and discretion at all times.

Communication & External Relations

- Act as a professional first point of contact for internal school-based and trust-based staff, trustees, community champions, external agencies and stakeholders.
- Draft, proofread and prepare internal and external communications on behalf of the Leadership Team.
- Uphold School and CELT's brand, values and reputation through clear, professional and timely communication.
- Support positive relationships across the Trust's schools, creating seamless communication channels and shared understanding.

HR, Safer Recruitment & Compliance

- Work along CELT People Services to support HR processes, including recruitment administration and onboarding.
- Maintain and update the Single Central Record (SCR) and Personnel Files to the highest standards of accuracy and compliance.
- Assist with safer recruitment, ensuring appropriate checks are completed in line with KCSiE and Trust policies.
- Liaise with HR colleagues, safeguarding leads and external agencies as required.
- Support leaders to ensure compliance with a range of statutory and internal policies and procedures.

Systems, Data & IT

- Champion effective use of ICT systems including Microsoft Office 365, MIS platforms and Trust digital apps tools and dashboards.
- Manage databases, digital filing systems, and confidential record keeping with precision.
- Use data reporting tools to support leadership information requests and governance processes.
- Identify opportunities to streamline processes and improve efficiency through digital solutions.



Trust & School Synergy

- Support cohesion and collaboration across CELT schools by coordinating shared communication, events and leadership activity.
- Strengthen Trust-wide systems, ensuring consistency and alignment with CELT values and strategic priorities.
- Support the culture of collaboration, empowerment and transformation by working flexibly across teams.

Leading Administrative Teams

- Lead teams of administrative and operational staff within the school
- Provide effective line management and development support to colleagues as directed by the Headteacher
- Ensure teams provide operational excellence within the school and support colleagues to develop systems to enable this.

General responsibilities applicable to all staff

- Demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Take responsibility for their own CPD
- Attend staff meetings and Trust-based INSET as required.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.



Qualifications and Professional Development

Essential	Desirable
GCSEs (or equivalent) in English and Maths	A-levels or higher
	Degree-level qualification
	Recognised administration qualification (e.g., Business Administration NVQ)

Experience

Essential	Desirable
Experience supporting senior leaders or management level	Experience supporting Executive Principal, CEO, or Trust leadership in the education sector
Proven track record managing administration in a complex organisation	Experience within a school, academy trust, or public sector
Demonstrable experience handling sensitive data	
Experience managing complex diaries and scheduling across multiple stakeholders	
Experience dealing with parents, professionals, or external agencies	
Experience supporting projects or workflows	

Knowledge and Skills

Essential	Desirable
Demonstrable proficiency in MS Office	Microsoft Office Specialist (MOS) certification
Evidence of recent CPD relevant to administration, organisation, or communication	Training in time management, project management, or executive support
High level IT literacy including Microsoft Office suite	Training or CPD related to education systems, SEND, or safeguarding
Excellent written communication including professional correspondence	Knowledge of MIS systems (e.g., SIMS/Arbor), SharePoint
Outstanding organisation, time management, and logistical coordination	
Ability to use initiative and anticipate needs proactively	
Ability to collate, format, and analyse information	
Proven accuracy and high attention to detail, with experience proofing high-importance documents	

Personal Qualities

Essential	Desirable
Professional and confident approach	Experience supporting senior professionals
Flexible and able to respond to changing priorities	Experience working in fast-paced or dynamic environments
Maintains confidentiality and trust	Experience liaising with diverse teams
Proactive with strong self-motivation	
Able to build strong working relationships	



Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



People Services

Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CEL T is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

Lea Randall

Lea Randall
People Services Lead



Lea Randall
People Services Lead

**Empowering
our people to
support, teach
and lead**



Claire White
Headteacher

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



Andrew Gasiorowski
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CEL T has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



Rebecca Blizzard
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range leadership opportunities at CEL T and the strong collaboration amongst colleagues and our family of schools.

Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



CELt CENTRE OF
EXCELLENCE

At CELt, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELt Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELt.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

CLICK HERE



"CELt is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELt creates an environment where both teachers and learners thrive."



Hayley Bissenden

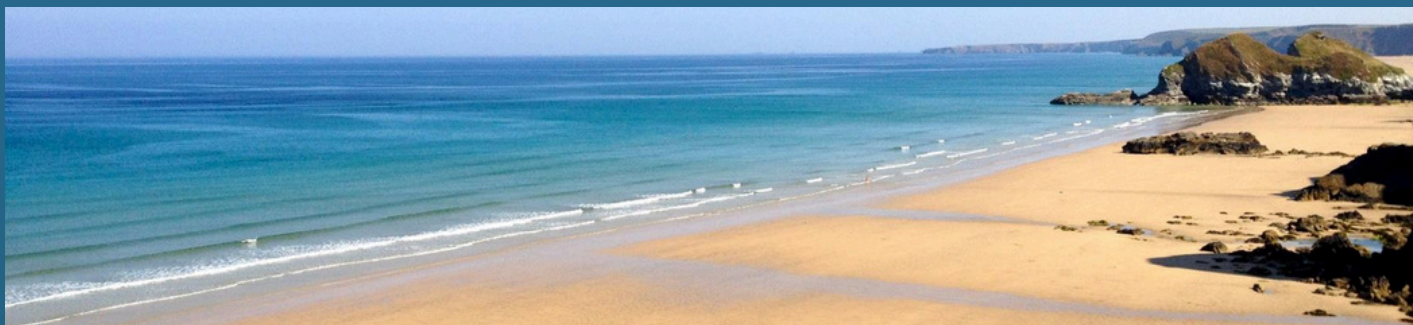
Hayley Bissenden
Director of the
Centre of Excellence





Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.