



RECRUITMENT PACK

Together we Belong, Believe, Become

WELCOME FROM THE CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our newly founded values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager/ Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. Further information about the Ascend Learning Trust and the Academies within it, is available on our website info@ascendlearningtrust.org.uk We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley
Ascend Learning Trust CEO

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JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

PA to Executive Team

Role Summary

PA to the Executive Team is a pivotal role within the Trust. Providing Administration, executive team scheduling, strategic Co-ordination and communication.

Key Accountabilities

- Manage calendar and daily schedule for members of the Executive team, including the CEO, to coordinate multiple activities
- Organise executive meetings/luncheons (in-house and off-site), planning all amenities.
- Arrange domestic travel for the CEO and Executives
- Manage several calendars, inboxes and calls.
- Manage confidential correspondence including email inboxes.

Executive Administration Duties

- Assist the Executive Team with daily administrative duties and complete a broad range of administrative tasks which include diary management, completion of expense reports, composing and preparing correspondence, arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.
- Communicate with staff on the Executive Teams' behalf and coordinate logistics with high-level meetings both internally and externally.
- Coordinate meetings and strategic activities with the Senior Leadership Team and staff members.
- Draft reports, letters and any correspondence and coordinate oral and written communication with stakeholders.
- Support in any external commitments, including service on external boards, committees and / or other groups.
- Assist in coordinating the agenda of the Executive Team meetings. Prepare an account of the meetings and designate and follow up on assigned action items.
- To undertake projects as directed by the Director of Learning, leading meetings and undertaking research where necessary.

- Ensure that confidentiality is kept, deadlines are achieved and effective support to the Executive Team is provided.
- To travel with the CEO as agreed to provide general assistance, to take notes, identify priorities and contribute where required.

Person Specification

Qualifications:

- Relevant Level 3 qualification
- Good Maths and English grades
- Full UK driving license and access to a car is required for this role.

Knowledge & Skills:

- At least 1 year experience of either working to assist senior leaders.
- Strong organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail.
- Excellent writing, editing, grammatical and organisational skills.
- Strong communication and influencing skills.
- Excellent IT Skills, including Microsoft office, Teams etc
- Ability to communicate effectively with a variety of staff at different levels.
- Highly organised with good organisational skills

Desirable

- Experience of working within a school environment

Personal Qualities

- Flexibility, resilience, and a positive approach to change.
- Diplomatic, strong interpersonal skills and a supportive manner.
- Discreet and professional with the ability to handle sensitive and confidential information appropriately.
- Can build and manage productive working relationships with both internal and external stakeholders.

Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

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HOW TO APPLY

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

[Ascend Learning Trust MyNewTerm](#)



mynewterm