



Join Our Team

Role Executive Assistant

£30,512 to £32,221

White Rose Academies Trust





Welcome from the Chair of the Trust Board

We are delighted that you are considering
joining White Rose Academies Trust.

Joining our team means becoming part of a community dedicated to excellence in education, where every member plays a vital role in helping young people thrive.

White Rose Academies Trust is a cross-phase Trust comprising three secondary schools and one primary school in Leeds. Our schools are welcoming environments where every child is encouraged to flourish and where inclusion, ambition and personal growth are at the heart of everything we do.

We believe that exceptional education comes from strong relationships, an engaging curriculum and personalised support – both for our students and or staff. Each school has its own unique character, reflecting the diversity and vibrancy of the communities we serve.

As a professional joining our trust, you will have opportunities to collaborate, share expertise and grow your practice through a carefully designed programme of professional development. We are committed to fostering a culture that values wellbeing, innovation and the voice of every team member.

Thank you for your interest in joining White Rose Academies Trust. We look forward to the possibility of welcoming you to our community and sharing our journey with you.



Stewart Harper *Chair of the Board*
White Rose Academies Trust



About the White Rose Academies Trust

White Rose Academies Trust was founded in 2014 with its first schools: Leeds City Academy, Leeds East Academy and Leeds West Academy. From the outset, the trust has been committed to providing outstanding education and support for every child. In 2020, Alder Tree Primary joined the Trust, further expanding our cross-phase provision and strengthening our growing community of schools.

At the heart of the trust is our central team, based at Leeds City Academy, supporting all our schools. This team includes experts in Finance, Human Resources, Safeguarding, IT, School Improvement and Marketing, working collaboratively to ensure our schools can focus on what matter most; the education and wellbeing of our students.

Although headquartered at Leeds City Academy, the central team works across all Trust locations, building strong relationships with school staff and leaders. Every member of the team plays a vital role in enabling high-quality teaching, fostering safe and inclusive environments and driving continuous improvement.

Together, our schools and central team form a dynamic community, sharing knowledge, expertise and best practice to ensure every child can flourish. By joining White Rose Academies Trust, you become part of an organisation where your contribution is valued and your potential can thrive.



Our trust in numbers

- £18m⁺** invested in the last 3 years improving facilities for our students.
- 3600⁺** Students are educated across our academies.
- 4** Academies form the WRAT three secondaries and one primary.
- 500⁺** colleagues made up of teachers, and support staff.
- 12⁺** years since our inauguration in 2014.

Job Description and Person Specification

Post Reference: 2831

Job Title: Executive Assistant

Academy Name: Central Trust

Grade: SO1 (Actual salary £30,512 to £32,221)

Hours: 37 hours per week, term time only plus 10 days

Accountable to: Chief Executive Officer (CEO)

Job Description

Role:

In this role as Executive Assistant, you will provide high-level, proactive, and confidential support to the CEO, ensuring the effective management of their time, priorities, and strategic commitments. The role is critical in enabling the CEO to focus on organisational leadership by ensuring seamless coordination of meetings, communications, governance activity, and key Trust priorities.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

- Maintain an accurate and up-to-date diary for the CEO, ensuring all appointments, deadlines, and events are clearly recorded and communicated.
- Assess the urgency and importance of meeting requests, prioritising strategically to align with the priorities of the CEO.
- Anticipate potential scheduling conflicts and resolve them promptly by negotiating alternative times or delegating attendance where appropriate.
- Build in adequate preparation and travel time between meetings and locations to support smooth transitions and help the CEO remain energised and focused throughout the day.
- Act as the administrative and logistical lead for engagement with external agencies and networking events/opportunities.
- Coordinate and schedule all school improvement activity across the academic year.
- Take responsibility for the school improvement and hospitality budget, ensuring trust financial guidelines are adhered to.
- Work closely with the CEO and Chief Financial Officer (CFO) to provide high quality due diligence and research for all due diligence processes
- Produce high quality and professionally presented documentation and reports in a variety of formats to present to the Trust Board and Local Accountability Boards.

- Take responsibility for drafting and coordinating internal communications on behalf of the CEO, including producing a weekly newsletter for staff across the Trust. Proactively seek engaging and relevant content from academies and departments across the trust.
- Manage deadlines for communications on behalf of the CEO, edit content for clarity and accuracy, and distribute communications in a timely and professional manner.
- As directed, support the work of the Governance Manager.
- Coordinate with internal and external stakeholders to confirm availability, send timely reminders, and manage last-minute changes professionally.
- Use digital tools and calendar systems effectively to optimise scheduling and provide visibility to relevant team members.
- Maintain clear communication with all key stakeholders to guarantee that the CEO's commitments are met and priorities are balanced effectively.
- Monitor upcoming commitments and proactively flag any risks or bottlenecks to the CEO, offering practical solutions.
- Organise internal and external meetings, including venue booking, technology setup, and hospitality arrangements.
- Lead key projects and events (e.g., official openings, conferences, staff briefings), managing timelines and deliverables.
- Draft, proofread, and format agendas, reports, and presentations to a high professional standard.
- Manage incoming and outgoing communications, ensuring timely responses and maintaining confidentiality.
- Arrange travel itineraries, accommodation, and expense claims for the CEO.
- Assist with project planning, monitoring timelines, and ensuring follow-up actions are completed.
- Act as the first point of contact for trustees, governors, and external partners, providing accurate information and a professional service.
- Support the CEO in arranging keeping in touch meetings, Performance Development Reviews, probation meetings with relevant members of the Central Executive Team and Principals.
- Undertake training and continuous professional development as appropriate and remain up to date with the relevant legislation, policies, resources and technology.

Governance

- Occasionally clerk meetings for the Trust Board and Local Accountability Boards, including agenda setting, minute taking, and action tracking.
- Accurately record minutes, capturing key decisions, actions, and discussions, and ensure timely circulation and follow up.

- Maintain registers of interests, and other governance documentation in line with legal obligations.
 - Support recruitment processes, induction programmes, and ongoing development for trustees and governors.
 - Maintain a flexible approach to working hours and location (including occasional evening meetings or travel across academy sites) to meet the needs of the Trust.
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Equal Opportunities:

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
 - Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.
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Professional Responsibilities

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.
- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.
- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

Safeguarding, Compliance and Conduct

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.
- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

Qualifications

| | | |
|----------|---|------------|
| E | Minimum of 5 GCSEs or equivalent qualification or experience including Maths and English (grades A - C) | A I |
| D | Professional qualification in governance or clerking (e.g., ICSA, NGA Clerking Certificate). | A I |

Knowledge and Experience

| | | |
|----------|---|--------------|
| E | Knowledge, understanding and commitment to safeguarding and promoting the welfare of students | A I R |
| E | Ability to form and maintain appropriate relationships and personal boundaries with students | A I R |
| E | Demonstrated experience in providing high-level administrative support to senior leaders, including diary management, correspondence handling, and meeting coordination | A I R |
| D | Understanding of governance principles within education or a regulated sector. | A I |
| E | Strong working knowledge of standard office software and a willingness to adapt to new systems. | A I |
| E | Experience of conducting high-level research, analysing data, and presenting reports clearly and accurately | A I R |
| D | Understanding of recent, relevant developments in education. | A I R |
| E | Experience of working in a Multi-Academy Trust or educational governance setting. | A I |
| D | Knowledge of statutory governance requirements for academies. | A I R |
| E | Experience of dealing with difficult enquiries and situations in a professional, proactive and helpful manner. | A I |
| E | Demonstrated ability to accurately record discussions, decisions, and actions during formal meetings, ensuring clarity and completeness. | A I |

| | | |
|----------|--|--------------|
| E | Experience in producing minutes promptly after meetings and distributing them to relevant stakeholders within agreed timescales. | A I T |
| E | Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application. | A I R |

Skills and Competencies

| | | |
|----------|---|--------------|
| E | Exceptional ability to plan, prioritise, multitask, and manage a varied and demanding workload to meet tight deadlines. | A I |
| E | Exceptional written and verbal communication, including drafting formal minutes and reports. | A I T |
| E | Strong people skills, with the ability to build and maintain relationships with a wide range of stakeholders. | A I |
| E | Ability to maintain absolute professionalism and strict confidentiality with all sensitive materials and discussions. | A I |
| E | Strong critical thinking skills, with the ability to anticipate needs and proactively address issues. | A I |
| E | High level of accuracy and attention to detail in all aspects of work. | A I |
| E | Professional, approachable, and resilient under pressure. | A I |
| E | Proven track record of delivering work on time without compromising accuracy or compliance requirements. | A I |
| E | Detail-oriented with a proactive, solution-focused approach. | A I |

Behavioural and Other Characteristics

| | | |
|----------|--|------------|
| E | Committed to continuous improvement | A I |
| E | Carry out all duties having regard to an employee's responsibility under Health & Safety Policies | A I |
| E | Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development | A I |
| E | Ability to build strong relationships with diverse stakeholders. | A I |
| E | Willingness to participate in further training and developmental opportunities offered by the Trust | A I |
| E | A commitment to following the Trust's safeguarding and health and safety procedures and recognise when to report any concerns | A I |

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

Application process

1

Complete Application Form

Click Apply Now and complete the form via Every, including your full employment history.

2

Application Reviewed

Your application will be reviewed against the person specification and role criteria.

3

Shortlisting

The panel confirms shortlisted applicants.

4

Interview invitation

Shortlisted candidates will receive details of the interview process and day.

8

DBS Application

Complete your DBS application and pre-employment health questionnaire via our 3rd party providers.

7

Next Steps from HR

HR will contact you about pre-employment checks and any missing documents or history queries.

6

Appointment Confirmed

You'll be contacted after interview. If successful, confirm acceptance for your HR offer.

5

Interviews

Attend the interview with three original IDs and your listed qualifications, with your completed self-disclosure form.

9

Employment Checks

HR complete all remaining pre-employment checks including overseas and employment gap history.

10

Checks Reviewed

Once complete, checks are reviewed against our statutory and legal obligations.

11

Start Date Agreed

Your line manager will agree a start date with you. HR will then issue your contract.

12



My WRAT Journey



2004
Teaching Assistant

2010
Year Manager

2016
Associate Assistant Principal

2019
Trust Assistant Principal

2025
Senior Assistant Principal



“I am incredibly proud to work in education and to be part of a trust that truly believes in every student’s potential. I am passionate about showing young people that resilience and determination can open every door.”

Alicia Manners *Leeds City Academy Senior Assistant Principal: Behaviour & Attitudes*

Staff Benefits



Flexible Working

We offer flexible arrangements including term-time only, part-time, and job share opportunities.



Employee CycleScheme

Purchase a bike and accessories through our salary sacrifice scheme for a healthier, greener commute.



Annual leave entitlement

On top of 25 days annual leave, plus bank holidays. Support staff receive an extra 5 days after 5 years' service.



Supporting staff discounts

We support all education staff in accessing Discounts for Teachers, Teacher Perks and Blue Light Card.



Pay awards

Benefit from nationally agreed terms, including STPCD or NJC Green Book, as well as the Real Living Wage.



Eye test vouchers

Free eye tests and up to £69 towards glasses are provided for Display Screen Equipment (DSE) users.



Employee pension scheme

Staff are automatically enrolled in either the Teachers' Pension Scheme or LGPS.



Free flu jabs

To keep our staff safe and protected we offer free flu jab vouchers to all employees across the trust.



Real Living Wage

The trust is proud to confirm that we pay all staff in line with the real living wage £13.45ph.



Car Parking

We ensure all colleagues benefit from free on-site parking at all four of our academy sites.



Employee TechScheme

Salary sacrifice is available to purchase the latest tech after probation.



Family Friendly Policies

We support work/life balance with family-focused policies, including emergency and special leave.





My WRAT Journey



2018
Placement student

2019
Project Officer

2020
Project Manager

2021
Project Lead

2024
Marketing and
Communications
Manager

“Working with colleagues from all our schools, I’ve been supported to grow my career while helping make a real difference in the communities we serve. Sharing stories and celebrating the achievements of pupils and staff makes this role incredibly rewarding.”

Emily Hare *Marketing & Communications Manager*

What our people say...

"Being part of the Trust Student Leadership Group has helped me grow as a leader and use my voice to support positive changes across the Trust."

Aminah *Year 10 Trust Student Leader*



"The Trust supports its staff and values the work we do. Knowing I contribute to safe, thriving school communities makes this role incredibly rewarding."

Martin Landsberg *Site Manager*



"Taking part in the Trust Student Leadership Group has helped me build confidence and develop real leadership skills that I know will benefit me in the future."

Filip *Year 10 Trust Student Leader*



Proud to be part of the White Rose's Academies Trust



Alder Tree Academy Primary

Alder Tree Primary is a unique inner-city school in Leeds with 420 pupils. We help every child reach their potential through engaging lessons and strong pastoral support and are proud to be nationally recognised for supporting disadvantaged pupils.

Ofsted "The school values epitomise the school's determination that every pupil will reach their full potential."

Our core values are: **Believe, Belong, Become**



Leeds City Academy Secondary

A vibrant inner-city school in Woodhouse with over 1,000 students from diverse backgrounds. A recent £8.5 million investment has enhanced facilities, supporting growth and improvement, while students and staff work proudly together to achieve even more.

Ofsted "Pupils thrive at this happy and inclusive school"

Vision Statement: **Working In Partnership**

Our core values are: **Aspirational, Caring, Professional, Respectful, Resilient and Tolerant**



Leeds East Academy Secondary

Leeds East Academy is a vibrant, diverse school in Seacroft, housed in a £14 million building. With the ambition of 'Everyone Exceptional', we support students to excel academically and personally, while fostering high standards and strong support for all staff.

Ofsted "The school nurtures pupils so they have the self-belief and resilience to succeed"

Vision Statement: **Everyone Exceptional**

Our core values are: **Resilience, Integrity, Trust, Ambition**



Leeds West Academy Secondary

Known for its welcoming atmosphere and Performing Arts specialism, Leeds West Academy unites and inspires our community through education and opportunity. With a broad, ambitious curriculum and strong pastoral support, every student can reach their full potential, while staff are supported to thrive in a nurturing, high-standard environment.

Ofsted "A happy and inclusive school"

Vision Statement: **Evolving Excellence**

Our core values are: **Care, Commitment, Community**





