



ENDEAVOUR
LEARNING TRUST

Executive Assistant to the Chief Executive



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Warmest regards,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton

Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

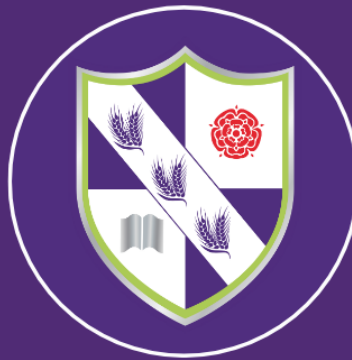
We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



LINAKER PRIMARY SCHOOL



CHURCHTOWN PRIMARY SCHOOL



TARLETON ACADEMY



NORTHBROOK PRIMARY ACADEMY



WOODLEA JUNIOR SCHOOL



ENDEAVOUR LEARNING TRUST



ORMSKIRK SCHOOL



BURCOUGH PRIORY ACADEMY



WELLFIELD ACADEMY



STRIKE LANE PRIMARY SCHOOL



BRINDLE GREGSON LANE PRIMARY

Our Employee Offer



Health & Wellbeing services that offer private Counselling, Physiotherapy, GP services & more.



Free membership with Vivup, offering Employee Benefits, Lifestyle Savings & a Cycle to Work Scheme



Enhanced family leave benefits & pay, to offer you support at life's most important moments



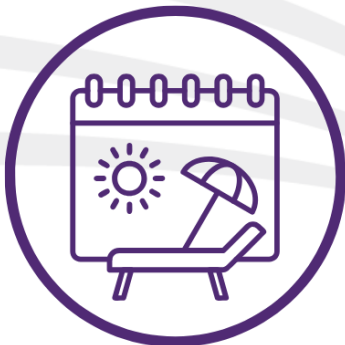
Automatic pay progression for all colleagues in line with their grading structure



An excellent CPD Offer for all colleagues to truly support each stage of your professional development



An excellent Learning Management System & flexibility around your CPD, to allow you to learn at your own pace



Term time only contracts OR 26 days annual leave PLUS bank holidays. rising to 32 days after 5 years service



Honouring continuous service with other local authorities & Multi Academy Trusts



We remain in the Teachers Pension Scheme and Local Government Pension Scheme

Job Title:	Executive Assistant
Contract:	Full time, Permanent
Grade:	Grade 9 SCP 30-35
Salary:	£40,777 - £46,142 per annum (April 2026 pay award pending)
Location:	ELT Head Office, East Terrace Business Park, Euxton Lane, Chorley PR7 6TB

Endeavour Learning Trust is entering an exciting phase of development and growth and, following the retirement of the current postholder, is seeking an exceptional Executive Assistant to support the Chief Executive and wider Executive Team.

This is a pivotal role within the Trust, providing high-level executive support to the Chief Executive whilst acting as a trusted strategic partner and key point of coordination across the organisation. The successful candidate will play a central role in supporting the delivery of the Trust's ambitious priorities, helping ensure the smooth and effective operation of the Executive function.

Working in a fast-paced and evolving environment, the postholder will manage complex diaries and communications, coordinate key Trust-wide activity, and support the delivery of strategic projects, including the onboarding and induction of new schools joining the Trust.

The role requires an individual who is highly organised, emotionally intelligent and calm under pressure, with the ability to manage multiple priorities simultaneously whilst maintaining absolute professionalism, discretion and attention to detail.

This is an exciting opportunity for an experienced Executive Assistant who enjoys working strategically as well as operationally and who thrives in a role built on trust, relationships and purpose.

At Endeavour Learning Trust, we value our people as much as the impact they make. We are committed to creating a supportive, inclusive, and inspiring environment where every colleague feels empowered, heard, and valued. Through your work, you will contribute to positive working environments that enable staff to thrive and support the best possible outcomes for our young people.

Why join Endeavour Learning Trust?

In this role, you will:

- Work directly alongside the Chief Executive and Executive Team in a key strategic role
- Play an important part in the continued development and growth of a successful and ambitious Multi Academy Trust working at the heart of its communities
- Build strong and trusted relationships across our schools and wider partnerships
- Contribute to projects and initiatives that positively impact children, colleagues and communities across the Trust
- Join a values-driven organisation where people, belonging and collaboration matter deeply

If you share our values and are excited by this opportunity, please follow the guidance below for details on how to apply.

ROLE DETAILS

This position is full time and permanent, working 37 hours per week. Monday to Thursday 8:30am-4:30pm and Fridays 8:30am-4:00pm. Some flexibility may be considered for the right candidate.

This role will be based at ELT Head Office and some travel between Trust schools and sites is an essential requirement of this role. Mileage will be reimbursed as appropriate.

HOW TO APPLY

To apply, please complete our online application form in full and in addition, please outline any relevant experience and personal qualities you would bring to Endeavour Learning Trust

Applications must be submitted by 9am on Thursday 9th July 2026. Interviews for shortlisted candidates will take place on Monday 13th July 2026.

If you require any further information about this role please contact our HR Manager, Mollie via HR@endeavourlearning.org or on 01772 817904

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

JOB DESCRIPTION

Job Description



To provide exceptional executive support to the Chief Executive, ensuring the effective coordination and delivery of the Trust's strategic priorities and daily operations.

The postholder will act as a trusted partner to the Chief Executive, managing communications, priorities, projects and stakeholder relationships with professionalism, discretion and efficiency. The role will also provide targeted support to members of the Executive Team as required.

The Executive Assistant will play a central role in enabling effective leadership capacity across the Trust by ensuring that activity is well coordinated, communication is clear, and key priorities continue to move forward at pace.

Executive Support and Coordination

- Provide high-level executive support to the Chief Executive, including proactive diary management, inbox management and prioritisation of competing demands.
- Act as the first point of contact for the Chief Executive, managing communications and ensuring timely responses and follow-up actions.
- Coordinate meetings, appointments and travel arrangements, ensuring effective planning and preparation.
- Support the preparation of strategic communications, presentations, briefings and correspondence on behalf of the Chief Executive.
- Support the facilitation and administration of Executive Team meetings, including preparation of papers and minute taking.
- Track progress against agreed actions and priorities, ensuring timely follow-up and accountability across the Executive Team.
- Ensure effective systems and processes are in place to support the smooth running of the Executive function.
- Exercise sound judgement, tact and diplomacy when handling sensitive organisational matters.
- Prepare concise briefing papers, summaries and background information to support effective decision-making, stakeholder meetings and leadership discussions.
- Support organisational readiness activity relating to inspection, growth, external review and other strategic priorities through effective coordination, communication and administrative support.

Strategic Planning, Priority Management and Project Support

- Support the Chief Executive in monitoring progress against strategic priorities, ensuring key actions, deadlines and organisational commitments remain visible and on track.
- Exercise judgement in managing priorities, resolving issues and determining when matters should be escalated to the Chief Executive.
- Anticipate emerging priorities, pressures and risks, proactively identifying actions and solutions to support effective decision-making and delivery
- Support the Chief Executive in delivering the Trust's strategic priorities, development plans and growth agenda.
- Coordinate and monitor key projects (including cross-Trust projects) on behalf of the Chief Executive, ensuring effective communication, collaboration and follow-through across multiple stakeholders, and that actions and deadlines are progressed effectively.
- Support the coordination of Trust growth activity, including due diligence, conversion processes and the onboarding and induction of new schools
- Assist with Trust-wide initiatives, events and leadership activities, ensuring high standards of organisation and communication.
- Provide organisational support for Trust conferences, stakeholder events, leadership briefings and partnership meetings.

Executive Assistant to the Chief Executive

Stakeholder and Relationship Management

- Represent the Chief Executive professionally in liaison with internal and external stakeholders.
- Build positive and trusted relationships with school leaders, colleagues, Trustees, governors, partners and external agencies.
- Support the coordination of stakeholder engagement activity, including communications, partnership meetings and engagement with schools, Trustees, local governors and external organisations.
- Support effective communication across the Trust, ensuring information is shared appropriately and professionally.
- Handle sensitive matters with diplomacy, professionalism and confidentiality at all times.

Governance and Administration

- Support the coordination of Executive and governance documentation (in partnership with the Trust's Governance Team) where required, ensuring papers are accurate, timely and professionally presented
- Prepare agendas, reports, presentations, briefing papers and correspondence to a high professional standard.
- Maintain oversight of key governance, reporting and leadership timelines, ensuring meetings, submissions and organisational deadlines are effectively coordinated and managed.
- Maintain accurate records, action logs and documentation in line with Trust procedures.
- Ensure confidential information is managed securely and appropriately.
- Support compliance with relevant policies, procedures and statutory requirements.

General Responsibilities

- Model the Trust's values through professional conduct, behaviours and decision-making.
- Work collaboratively across the Trust to share good practice, ideas and continuous improvement opportunities.
- Participate in professional development and training as required.
- Undertake other duties appropriate to the grade and nature of the post.
- Demonstrate a full commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
Good standard of education including English and Mathematics at GCSE (or equivalent)	E	AF
Relevant business administration or executive support qualification	D	AF
Evidence of continued professional development	E	AF/I
EXPERIENCE/KNOWLEDGE & UNDERSTANDING		
The successful candidate will have:		
Significant experience in a senior executive support or Executive Assistant role	E	AF/I
Experience of supporting senior leaders in a fast-paced and complex environment	E	AF/I
Experience managing complex diaries, inboxes and competing priorities	E	AF/I
Experience coordinating meetings, events and projects	E	AF/I
Experience preparing professional reports, presentations and minutes	E	AF/I
Experience handling confidential and sensitive matters with discretion	E	AF/I
Experience building effective relationships with a range of stakeholders	E	AF/I
Experience supporting organisational projects or change initiatives	D	AF/I
Experience within the education or public sector	D	AF/I
Understanding of governance processes and meeting administration	D	AF/I
SKILLS & ABILITIES		
Exceptional organisational and prioritisation skills	E	AF/I
Ability to manage multiple workstreams simultaneously	E	AF/I
Strong written and verbal communication skills	E	AF/I
High level of professionalism and emotional intelligence	E	AF/I
Ability to remain calm and effective under pressure	E	AF/I
Strong attention to detail and accuracy	E	AF/I
Ability to work independently and use initiative	E	AF/I
Excellent interpersonal and relationship-building skills	E	AF/I
Strong IT skills including Microsoft Office applications	E	AF/I

Ability to handle confidential information appropriately	E	AF/I
PERSONAL ATTRIBUTES		
Professional, approachable and resilient	E	AF/I
Highly motivated and proactive	E	AF/I
Collaborative and team-focused	E	AF/I
Flexible and adaptable	E	AF/I
Committed to the values and vision of Endeavour Learning Trust	E	AF/I
OTHER		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the 'Code of Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Willingness to travel between Trust sites as required	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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