

Advert for Trust Executive Administrator

Salary: NJC Scale Points 17–24 (£30,060 – £34,314) – *pay award pending*

Contract: Full-time, Permanent

Location: Hybrid (working across any of our Trust/academy sites)

Start Date: As soon as possible

Accountable to: Chief Finance & Operating Officer (CFOO)

Are you an experienced, highly organised administrator looking for a rewarding and varied role at the heart of a thriving and growing Multi-Academy Trust?

The People's Learning Trust (TPLT) is seeking to appoint a **Trust Executive Administrator** to provide professional, high-quality administrative support to our central executive team, including the CEO, CFOO, and Trust Directors. This is a pivotal post, helping to ensure the smooth and effective running of the Trust's operations and central services.

About the Role:

In this fast-paced and diverse role, you will manage diaries, coordinate key communications, minute senior meetings, support governance and HR processes, and take the lead on administration for events, policies, and compliance. From organising Trust-wide meetings to supporting new academies joining the Trust, you will help keep the engine of the organisation running smoothly.

You will be the first point of contact for a range of stakeholders, both internal and external, and will regularly work with data, systems, and technology to streamline administrative processes. This is a brilliant opportunity for someone who thrives on variety, values discretion and attention to detail, and is looking to make a real difference across a Trust committed to delivering outstanding education to our communities.

Key Responsibilities:

- Providing executive admin support to the CEO, CFOO, and Trust Directors
- Drafting reports, preparing minutes and key documents, and managing correspondence
- Coordinating meetings, events, and travel arrangements
- Supporting governance, HR, estates, marketing, and compliance administration
- Maintaining Trust records and systems including SharePoint, Every, and GIAS
- Using technology, including AI tools, to enhance operational efficiency
- Supporting Trust-wide initiatives such as academy onboarding and strategic communications

Who We're Looking For:

We're looking for a professional and proactive team player who is:

- Exceptionally well-organised and able to manage a wide-ranging workload
- Experienced in senior-level administration or executive support
- Skilled in written communication, with strong attention to detail
- Confident in using Microsoft Office 365 and digital platforms (e.g., SharePoint, HR/Compliance systems)
- Adaptable and solution-focused, with a flexible approach to changing priorities
- Committed to our values and the vision of the Trust

This is an excellent opportunity for a confident administrator who is keen to be part of a positive, ambitious and collaborative central team, with scope to develop their skills and grow within the organisation.

To apply or find out more, please visit [insert link to recruitment pack] or contact Linda McMullen, Chief Finance & Operating Officer (CFOO@Tpltrust.co.uk).

Closing date for applications: Friday 23rd May 2025.

The People's Learning Trust is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check.