



Trust Governance and Administrative Assistant

Based in Cuckfield

15 - 25 hours per week, Term-Time Only plus 10 days

SLT Scale G £27,334 - £29,777 fte subject to experience and hours

(prorated to minimum £9,802.73 and maximum £17,798.10)

Our organisation is growing and we're looking for someone with great communication, IT literacy and organisational skills to join our team. You will proactively support the continued development of our governance arrangements across the Trust by aiding the Governance Support Officer in delivering and overseeing aspects of governance compliance and effectiveness within the Trust's academies; including clerking responsibilities. Flexibility will be required to attend out of hours scheduled local governing body meetings with adequate notice and within reason (approximately 12 times per year). Additionally, you will provide administrative support to the Central Executive Team.

We are looking for a team player who is equally able to work autonomously. You will be a positive, collaborative and enthusiastic individual with a track record of excellent organisation and administration skills.

In return we can offer you the opportunity to be part of a forward-thinking, supportive and positive team, where we will help you feel respected, valued and included. We'll support you with opportunities to shine, feel positive about Monday mornings and to gain further skills and experience to support your career development. We also recognise the commitments people have outside work, and in return for your hardwork and commitment we can offer a degree of flexibility and support in how you achieve success in your role. As such, we welcome applications from individuals looking to work between 15 - 25 hours per week.

Above all, at Sussex Learning Trust you'll have the chance to make a difference to the educational experience and outcomes for children across our communities.

If this sounds like you, then contact our HR Director on 01444 476556 or jobs@sussexlearningtrust.co.uk to find out more. To apply for this post please download the job description, person specification and application form below.

Please return your completed application form and a letter supporting your application by email to jobs@sussexlearningtrust.co.uk If you have any questions our HR team will be more than happy to assist at hr@sussexlearningtrust.co.uk

Sussex Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be

subject to an online check and the successful candidate will be subject to an Enhanced DBS Check as well as other pre-employment checks.

PLEASE NOTE WE DO NOT ACCEPT APPLICATIONS MADE BY CV

Closing Date for applications: Monday 16th September 2024

Interviews: TBC

We advise applying promptly for this post as we reserve the right to close and interview early if sufficient suitable applications have been received.

[Job Description](#)

[Person Specification](#)

[Application Form](#)

[Safer Recruiting Form](#)