



SECKFORD FOUNDATION
FREE SCHOOLS TRUST



TRUST LEADERSHIP GROUP ASSISTANT

£21,000 - £22,000 pro rata

Mainly term-time only (1300 hours annualised hours)

The Seckford Foundation Free Schools Trust (the Trust), was established by the Seckford Foundation in 2012 to help local communities in Suffolk to set up and run free schools, at the request of those members of the community who wanted to improve aspirations and rates of progress for young people of secondary school age.

With the support of the Department for Education and the Seckford Foundation, the Trust opened Beccles and Saxmundham Free Schools in September 2012, and Ixworth Free School in September 2014. All of our schools are funded by the government and are non-selective; they are designed to provide an excellent, academically focused education for young people aged eleven to sixteen.

We are seeking an experienced and capable Assistant to provide comprehensive secretarial, administrative and logistical support to the Trust Leadership Group.

This is a new post, and presents a great opportunity to play a key role within the Trust. The post-holder will ensure a responsive administrative, secretarial, organisational and logistical service is in place to support the priorities and duties of the Leadership Group, and to support the smooth management of the Trust office and its services.

You should have proven experience of providing secretarial or high-level administrative support, although not necessarily within an education environment. You should be able to demonstrate excellent secretarial and communication skills, and an ability to show absolute discretion.

This role will be mainly term-time only; however it will involve various commitments during the school holidays. It is based in Woodbridge, although some travel will be required between Woodbridge and the Free Schools.

For more information about the Seckford Foundation Free Schools Trust and the role please visit: www.sffst.org.uk/jobs.

Please return your completed application form and a formal letter of application (preferably by email) to hr@seckford-foundation.org.uk or by post to: HR Department, Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ.

Closing date: 9am on Monday 28 January 2019

Interviews: Thursday 31 January 2019

We reserve the right to appoint prior to the closing date for the right candidate.

The Seckford Foundation Free Schools Trust is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).



INFORMATION FOR CANDIDATES

Applications will only be accepted from candidates completing the application form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason, although you may refer to the CV in the relevant section of the application form.

Interviews will be offered to those applicants that best demonstrate how:

- Skills, abilities and experience match the person specification and job description; and
- You evidence your commitment to the needs of the role in the Free School.

Key Dates

Closing date for applications: 9am on Monday 28 January 2019

Interviews: Thursday 31 January 2019.

We reserve the right to appoint prior to the closing date so please submit your application early to avoid disappointment.

Any questions?

If you would like an informal discussion about any aspect of the role, please contact the HR Department on 01394 615167 in the first instance.

Applying:

If you decide to apply for this position please return your completed application form and formal letter of application, preferably by email to: hr@seckford-foundation.org.uk

Or by post to: HR Dept, Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JH