

## JOB ADVERT

<b>Post:</b>	Executive Assistant
<b>Location:</b>	Working across the WMG Academy Trust
<b>Salary:</b>	SCP 22-17 - £21,074 - £24,657
<b>Contract type:</b>	Full time
<b>Contract term:</b>	Permanent
<b>Closing date:</b>	Monday 29 <sup>th</sup> April 2019 @ 9am
<b>Interview date:</b>	Wednesday 1 <sup>st</sup> May 2019
<b>Start Date:</b>	Monday 3 <sup>rd</sup> June 2019

The WMG Academy Trust are seeking to appoint a highly professional, forward thinking, adaptable individual to support the Executive Principal in achieving the Trust's overall goals and objectives by supporting research and business planning, together with providing a highly professional and wide-ranging administrative support.

The successful applicant will be professional, adaptable and dedicated to delivering high quality support. They must be willing to work flexible hours and across the WMG Academy Trust.

Further information about WMG Academy Trust can be found on our website:

[www.wmgacademy.org.uk](http://www.wmgacademy.org.uk).

We are committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS clearance.

If you feel that you've got what it takes to meet the requirements of this post, please complete the application form with a supporting statement (section 7 of the application form).

CV's will not be accepted. Completed application forms should be returned to:

**Sarah Rhodes, WMG Academy for Young Engineers, Chelmsley Road, Chelmsley Wood, Birmingham, B37 5FD**

Or emailed to [s.rhodes@wmgacademy.org.uk](mailto:s.rhodes@wmgacademy.org.uk)

For an informal conversation please contact the WMG Academy on 0121 2893556