



Trust Executive Assistant

Salary:

Scale PO4-PO6

£ 52,269 to £ 59,574 (before pro rata)

Starting salary dependent on experience

28 hours per week

Part time of four days per week

Term time only plus 2 weeks

Opportunity to work remotely 1 day per week

Required for:

September 2026

Application Closing Date: Tuesday 7th July 2026 at 12noon

Interview Date: TBC

Please note that Lux Mundi Catholic Academy Trust reserves the right to interview and appoint prior to the closing date



LUX MUNDI

LIGHT OF THE WORLD - CATHOLIC ACADEMY TRUST

Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of Executive Assistant at Lux Mundi Catholic Academy Trust.

Lux Mundi Catholic Academy Trust exists to provide exceptional Catholic education rooted in Gospel values.

Our Trust is committed to:

- Delivering high-quality education
- Supporting the spiritual development of pupils
- Promoting inclusion and opportunity
- Encouraging excellence in teaching and learning
- Developing strong partnerships with families, parishes and communities
- Every employee contributes to our success and shares responsibility for maintaining our high standards.

We offer state of the art buildings, facilities and dedicated professional staff – Lux Mundi is an exciting and supportive environment in which to work and develop your career.

This is a fantastic opportunity for someone with previous experience of working as an assistant to join our team. The Executive Assistant will be required to interact with people who are strategically important to the Trust and is therefore responsible for portraying a favourable and highly professional impression to external contacts.

Catholic Life and Ethos

All staff contribute to the Catholic life of the Trust.

- Staff are expected to:
- Respect the Catholic character of our schools
- Support collective worship and prayer
- Promote Gospel values
- Demonstrate kindness, compassion and forgiveness
- Respect the beliefs of others

We welcome applications from all backgrounds who are committed to supporting the Catholic mission and values of the Trust.

Benefits

- An incredible team of staff who are highly skilled, dynamic and passionate about securing the very best outcomes for the community we serve.
- Excellent CPD opportunities at all levels (T&Cs apply).
- Opportunities for progression.
- Sophisticated modern school building
- Travel Loans. Interest free loans to assist staff in meeting travel costs (T&Cs apply)
- Teachers Pension Scheme or Local Government Pension Scheme which includes 3 x salary life assurance cover whilst you remain in service.
- Employee Assistance Programme
- Outstanding support from the Central Team.
- A friendly team that arranges termly celebrations that recognise the contributions staff make to our school
- This post comes with an opportunity to work remotely one day per week



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EXECUTIVE ASSISTANT TO THE CEO AND CENTRAL TEAM SUPPORT JOB DESCRIPTION

Post:	Executive Assistant to the CEO and Central Team support
Location:	The post holder will be based at Trust offices. The opportunity to work remotely for part of the week is available
Salary and Hours:	28 hours per week. Part Time of four days per week, term time only plus 2 weeks Opportunity to work remotely 1 day per week Salary scale PO4-PO6, (pro rata)- Subject to experience

The Position

This is a growing and dynamic Trust at an exciting stage in its development. The CEO's Executive Assistant plays an essential part in contributing to the Trust, ensuring the smooth running of the Trust, providing efficient and accurate administration support to the CEO, and other Central team staff when required.

Responsibilities

The Executive Assistant will be required to interact with people who are strategically important to the Trust and is therefore responsible for portraying a favourable and highly professional impression to external contacts. The Executive Assistant will also need to be able to manage the CEO's competing demands with a high degree of confidence and professionalism and make a significant contribution to the effective performance of CEO by supporting their administrative and information needs. Responsibilities will include diary management, co-coordinating meeting arrangements, managing correspondence, information gathering and research. The role necessitates a high degree of autonomy and initiative and the need to make decisions on a daily basis within the agreed standards and framework, in a context of changing demands.

Administration

- Act as first point of contact for enquiries and emails to the CEO, including regular monitoring of CEO's emails and, under delegated authority, responding appropriately wherever possible or referring to relevant staff.
- Proactively managing the CEO's diary, co-ordinating meetings, internally and externally, to ensure most effective use of time, including advising on upcoming commitments, prioritisation, managing regular changes and dealing professionally with competing meeting requests.
- Scheduling, organisation and preparation of meeting agendas and papers for meetings with the Diocese, Board, Board Chair, central team members, Headteachers, LGB Chairs, DfE LA representatives etc. and take minutes and compile action logs where required.
- Draft the annual calendar of Board and other meetings for consideration by CEO and Central Team and Board members and keep this up to-date.
- Secure term and INSET dates for schools across the Trust and those of LGB meets to facilitate coherence and where necessary attendance at meetings.
- Liaising with the CEO and actively updating work plans, projects and responsibilities, including monitoring of commitments and deadlines, maintaining confidentiality.
- Ensure the effective development and maintenance of central team systems, records, and documents systems, including governorhub, mailing list and contacts database and relevant contacts including at the Diocese, LA, schools, parishes and other Catholic Academy trust and linked professionals.
- Assist the Central Team with establishing links with colleagues, including relevant directorate teams, and with key external stakeholders (sponsor team, observers, and internal and external audit teams) in ensuring that our corporate governance follows policies and protocols and is delivered to the highest of standards.
- Providing general administrative duties including in the preparation, producing, collating, formatting, quality checking and publishing of corporate governance reports, presentations, documents and presentation of information in appropriate formats.
- Take a proactive role in providing administrative support for the preparation of the annual report and AGM by setting up, implementing and maintaining resources, arranging meetings, preparing agendas, minutes, action logs and following up on actions.

- Improving and maintaining Lux Mundi website, ensuring information is up-to-date and relevant and news items are posted promptly.
- Manage delegated expenditure effectively in-line with organisational processes and procedures.
- Service and support meetings of the Central Team & Board.
- Committees and other working groups with Board and Central Team involvement, including Headteachers: compiling agendas; drafting reports as and when required; collating reports from others including proof-reading/reformatting if needed; producing board packs/papers and distributing within required timescale; producing or acquiring Board and committee minutes and action notes within required timescale.
- Making arrangements for Strategic Management Group, Board and Board committee meetings, including booking rooms, arranging catering, and collation and circulation of relevant papers and agendas.
- Overall responsibility for the safekeeping and maintenance of Board information and records including designing, improving and maintaining the Board papers ensuring information is kept up-to-date and relevant.
- Liaise and maintain regular contact with Board members in respect of meetings/ events and keep them advised on governance/other issues arising and matters in progress.
- Maintaining up-to-date information relating to Board members, including declarations of conflicts; learning & development records; contact details; attendance at meetings; election/resignation/terms of office dates; etc. as required;
- To provide general administrative support to the HR Director.
- Monitoring policies and procedures and following agreed processes and procedures for reviews and relevant compliance and ensuring that Trust and school based policies are current.
- Checking website of the Trust and schools for compliance and follow up.
- Working with the CEO to ensure that communications and working relationships with stakeholders including the Diocese, Board, Headteachers, LA, other CEOs in the Diocese of Westminster and Team members remain effective. Working with CEO to respond to general information requests and to disseminate information through e-mail, mail, publications, web sites and marketing
- Act as key contact for administration to provide general information in response to institution related enquiries from internal and external sources, face-to-face enquiries and emails to the Trust.

PERSON SPECIFICATION – EXECUTIVE ASSISTANT TO THE CEO AND CENTRAL TEAM SUPPORT

	Essential	Desirable
Skills, knowledge and experience:	<ul style="list-style-type: none"> • Proven and effective administrative and diary management skills with experience of working in a similar role. • Able to plan and prioritise work, manage time effectively and deal with changing priorities and multiple demands. • Experience of effectively managing sensitive and confidential information. • Experience of arranging the preparation of meetings and events. • The ability to work autonomously, using judgement and initiative to assess and make decisions. • A high level of attention to detail. • Excellent interpersonal and communication skills, both written and verbal, with experience of liaising at all levels. • Evidence of working supportively with others, building strong relationships as well as proven ability to work as part of a team. • Excellent knowledge of MS Office including PowerPoint, Word, Excel, Outlook and Teams. • A track record of respectful, open and honest behaviour including an experience of working in a faith based environment and a demonstrable commitment to inclusion and diversity 	<ul style="list-style-type: none"> • Previous experience working within a secondary school / academy setting • Previous experience in a secondary school, academy trust or similar. • Familiarity with GovernorHub or other governance platforms. • Demonstrable minute-taking for senior committees. • Experience producing board packs and managing board records.