



## OUR LADY OF WALSINGHAM CATHOLIC MULTI ACADEMY TRUST

### Executive Administrative Support to the Trust Chief Executive Officer and Executive Team

**An opportunity has arisen to join Our Lady of Walsingham Catholic Multi Academy Trust  
as an Executive Administrator**

<b>Role:</b>	To provide administrative support to the CEO of the Academy Trust and support the work of the Executive Team and Trust Board.
<b>Location:</b>	The Trust has offices in Ipswich and Newmarket and there will be a flexible approach to the location of the position based on the successful candidate. There may also be some flexibility to work from home on occasion.
<b>Hours:</b>	16 hours per week term time only, Monday to Friday.  (If appropriate and dependent on professional development needs of successful candidate, release time as required to access ongoing apprenticeship training with a nationally accredited provider)
<b>Salary Scale:</b>	Grade 5 Points 20-25 Point 22 (FTE salary of £29,439)
<b>Term:</b>	Fixed post, one year initially

This is a new and exciting opportunity for an enthusiastic and motivated candidate to provide high quality administrative support to our CEO and small executive team.

Our Lady of Walsingham Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For an application pack or to discuss the position, please contact our CEO Flavio Vettese by email [FVettese@olow.org.uk](mailto:FVettese@olow.org.uk) or visit our website at <https://www.ourladyofwalsingham.co.uk/>

**Deadline for applications:** Midday on 20<sup>th</sup> October 2023

Applicants are advised to apply early as we reserve the right to hold interviews and close a vacancy prior to the published deadline.