The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

*World-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.*

By

Working Together
Sustaining Excellence

Transforming Learning

By **‘Working Together** to **Sustain Excellence** and **Transform Learning’**
we believe that we can improve outcomes for all children – today and tomorrow.

By working in this way we know that every child will be valued, cared for and have the very best chance to excel and achieve their potential.

EXECUTIVE SUPPORT
Initially 2 days per week

Key responsibilities

* PA support for the Chief Executive and Chief Finance Officer
* Coordination of school and group procurement
* Trust Website
* Under the direction of the CFO, PS Financials Programme
* Bids and fund raising
* Policy development – centralisation of policies and procedures
* Coordination of statutory compliance
* Support for Facilities Manager/ Lead Premises Officer
* Support for Office Managers – Payroll, HR, Recruitment
* Support with Due Diligence procedures
* Coordinate school improvement deployment
* Data capture

Essential:
At least three years’ experience of office management in schools

Working knowledge of PS Financials

Full understanding of Sims.net

Knowledge of Excel

Desirable:
Business management or equivalent qualifications e.g.

* Certificate of School Business Management (CSBM)
* Diploma of School Business Management (DSBM)
* Certificate in Financial Reporting for Academies
* Advanced Diploma in Administrative Management