WMG Academy - Solihull & Coventry

Executive & Operations Assistant to our C.E.O.

Circa £32-37,000 FTE (term time plus 2, negotiable)

About us

WMG Academy is a thriving 'business like, business led' academy for aspiring young Engineers in key stage 4 &5, emphasising science, technology, engineering and maths, offering GCSEs including core subjects and A Levels, Technical qualifications or both. The career-based education on offer engages students, helping them find their niche, reach their potential and kickstart a career in the real world!

Who we're looking for

The successful applicant will be professional, adaptable and dedicated to delivering high quality support to the C.E.O. such that all stakeholder management and delivery of strategy is seamless.

Key duties include effective understanding the role of stakeholders, wide-ranging operational support including special projects, as well as the usual diary management, document and email management, minute-taking and general administrative tasks associated with the seniority of the post.

You will have:

Relevant Education sector, Senior level P.A. and administrative experience, ideally gained from supporting a senior executive in the Education Sector. You should also demonstrate ability to project manage key deliverables. Excellent interpersonal, organisational, written and oral communication skills are essential for this role, as is the ability to multi-task and demonstrate a 'can do' attitude with lots of initiative! The post-holder will be required to maintain confidentiality and demonstrate a calm, customer-focused, professional approach to all aspects of this busy and demanding role. Applicants should be educated to degree level or equivalent, have substantial relevant experience, and excellent IT skills.

What we can do

Professional development is key to our ongoing success, so we continually invest in our employees through our learning and development opportunities, mentoring and progression opportunities across academies and engaging with our team of leading education experts.

We can also offer you a range of benefits, including competitive salaries, hybrid working where this is appropriate, flexible working where practical, a great pension scheme and generous holiday entitlements.

Key Dates

Closing Date & Time:6th October

Interview Date(s): wc 23 October

Proposed Start Date: asap after interviews.

Application Process

To apply for this vacancy please complete an Application form which can be found on our website and send this to. v.sylva@wmgacademy.org.uk. Alternatively, call the Solihull school office if you'd like to have an initial conversation with Vina Sylva, HR Manager.