



5 Dimensions Trust

Leadership and Training Centre
Walbank Grove
Shenley Brook End
Milton Keynes
MK5 7ZT

Louise Davis
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Personal Assistant to CEO and Executive Team
Grade 6 £31,536 - £35,412 p.a pro rata, £26,068 - £31,517 p.a actual
Permanent/Part-Time
Start date: 02/02/2026

About our School:

As part of the 5 Dimensions Trust, successful candidates can benefit from working in a multi-academy trust that guarantees:

- Access to high quality training opportunities
- A culture where there is a strong focus on employee wellbeing
- Generous auto-enrolment pension schemes, LGPS and TPS
- Incremental and inflationary pay progression
- Bespoke CPD and support
- Flexible working opportunities and enhanced family leave
- Access to fitness suites on some school sites

At the 5 Dimensions Trust, we believe that happy employees are the foundation of a thriving organisation. Further information can be found in our People Strategy which outlines our

commitment for the next five years.

About the Role:

5 Dimensions Trust is currently advertising for the following

Personal Assistant to CEO and Executive Team

To commence ASAP

Permanent

Part-Time

37 Hours per week, Term time plus 2 weeks (40 week per year)

Salary: Grade 6 £31,536 - £35,412 p.a pro rata, £26,068 - £31,517 p.a actual

8.30am to 4.30pm Monday to Thursday and on Friday 8.30am to 4pm with a daily 30-minute unpaid break

Provide executive support to the CEO and Executive Team, ensuring smooth administrative operations and stakeholder liaison. Coordinate all activities for the Leadership & Training Centre, from scheduling to evaluation. Act as the central link between CPD leads, facilitators and internal/external partners. Maintain accuracy and deliver an exceptional customer experience across all functions.

Closing date for applications: 09/01/2026

Alternatively, you can apply here: <https://mynewterm.com/jobs/17101/EDV-2025-5DT-80256>