

The LETTA Trust

Personal Assistant to the CEO



Salary: £43,542 – £44,430 full time, permanent

Start date: 1st July 2025 (or earlier for handover and induction)

About The LETTA Trust

The LETTA Trust is a dynamic and growing multi-academy trust committed to combating social inequality and changing lives by providing an excellent education for all our learners. With a focus on collaboration, innovation, and continuous improvement, we strive to create a supportive and inspiring environment where everyone can succeed.

About the role

I am looking for an exceptional Personal Assistant to support me at this crucial point in the life of the Trust. As my Personal Assistant you will work closely alongside me, supporting with the incredibly varied, interesting and rewarding work involved in leading a multi-academy trust in East London. There will be a great deal of trust and confidence placed in you in this role. You will be directly involved in changing lives in the communities we serve. Patience, warmth and a sense of humour will be essential!

Key responsibilities:

- **Liaison and stakeholder engagement:** Build strong relationships
- **Proactive problem solving and initiative:** Anticipate needs and address challenges
- **Diary management:** Skilfully manage the CEO's complex schedule and logistics
Communication: Act as the primary point of contact and on behalf of the CEO
- **Meeting and Board support:** Prepare materials, take minutes, and track actions
- **Confidential document and information management:** Maintain utmost discretion
- **Project and event coordination:** Administrative support for trust-wide events
- **Strategic briefing and research:** Prepare draft reports and gather information

Qualifications and experience:

- GCSEs including English and Mathematics at 4+, administrative qualifications are essential and A-Levels or a degree could be beneficial
- Extensive PA experience (5+ years) directly supporting senior leaders
- Strong organisational and administrative skills
- Governance support experience, e.g. procedures, minute-taking, documentation
- Excellent communication and IT proficiency.
- Experience in complex environments, navigating large, multi-site organisations
- A commitment to the Trust's mission and values

Benefits:

- The opportunity to make a positive difference to people's lives in our community
- A supportive, collaborative working environment with opportunities for development
- A competitive salary and benefits package

For an application pack visit: <https://www.letta.org.uk/join-us/>

To arrange a visit, please email: hr@letta.org.uk

Completed application forms to be emailed to: hr@letta.org.uk by Friday 23rd May 2025

Interviews: Monday 2nd June 2025

The LETTA Trust is committed to safeguarding children and young people. All post holders are subject to satisfactory enhanced DBS checks. We strive for equity in the workplace. We welcome applications whatever your ethnic background, gender, ability, sexuality, religion or age.