

The LETTA Trust Executive PA

Job Description



Job role: Personal Assistant to the CEO

Salary grade: PO1

Hours: 35 hours per week, full-time

Contract type: Permanent

Responsible to: CEO

Core purpose

This role is pivotal in enabling the CEO to operate strategically, efficiently, and effectively. The CEO's Personal Assistant provides high-level, confidential, and comprehensive administrative and organisational support to the CEO, including managing communications, scheduling, record-keeping, and acting as the first point of contact for internal and external stakeholders.

Duties and responsibilities

1. Executive support:

- 1.1. Manage the CEO's diary, scheduling appointments, meetings, and events, ensuring optimal time management and prioritisation, including Ofsted inspections
- 1.2. Prepare correspondence, reports, presentations, briefing documents, and other documents on behalf of the CEO
- 1.3. Manage and screen incoming communications (calls, emails, post), drafting responses where appropriate
- 1.4. Plan and coordinate travel arrangements and itineraries for the CEO
- 1.5. Support and develop internal and external stakeholder relationships, including with the Chair of Trustees and other individual Trustees
- 1.6. Keep, maintain, and retain an accurate record of papers and electronic correspondence, and documents on behalf of the CEO
- 1.7. Ensure the full scope of administrative tasks is conducted in accordance with confidentiality and GDPR regulations
- 1.8. Meet and greet the CEO's guests and ensure they are looked after, including making refreshments for meetings as required

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2. Governance and compliance:

- 2.1. Assist in the preparation of papers and reports for Board meetings, committees, and senior leadership meetings
- 2.2. Attend meetings where required, taking minutes, and tracking action points to completion
- 2.3. Support governance processes, including maintaining statutory records and compliance documentation (processes to align and comply with the Academy Trust Handbook, DfE, and Companies House requirements)

3. Stakeholder engagement:

- 3.1. Serve as a first point of contact between the CEO and internal/external stakeholders, including trustees, governors, senior staff (including Headteachers), regulatory bodies (DfE, LA), and parents
- 3.2. Develop and maintain effective working relationships with key partners, clients, and agencies.

4. Administration and organisation:

- 4.1. Organise internal and external meetings, including venue booking, agenda preparation, organising refreshments, and document distribution
- 4.2. Maintain an efficient electronic and paper filing system to ensure information is readily accessible
- 4.3. Manage sensitive information with discretion and confidentiality at all times

5. Project and event support:

- 5.1. Support the coordination and delivery of special projects, school events, new schools being incorporated under the LETTA Trust, and initiatives led by the CEO
- 5.2. Undertake research as required to inform decision-making and strategy development

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6. Managing own performance and development:

- 6.1. Participate fully in the Trust's performance management cycle.
- 6.2. Attend relevant training pertinent to the role, maintaining standards and expectations learned, and sharing knowledge and ideas acquired with colleagues
- 6.3. Demonstrate resilience and resourcefulness, anticipating and solving problems, and identifying opportunities

7. General requirements:

- 7.1. Show commitment to the Trust, its inclusive ethos, and equal opportunities for all, opposing strongly any form of discrimination
- 7.2. Support the Trust's statutory policies, e.g., health and safety, disability discrimination, and policies to safeguard and promote the welfare of pupils, including the child protection procedures
- 7.3. This post is subject to an enhanced Disclosure and Barring Service (DBS) check
- 7.4. The post-holder must comply with safeguarding policies and procedures at all times

Notes:

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The post holder may be required to work outside of normal school hours on occasions, e.g., to attend or minute meetings or support the smooth running of events
- The job description is non-contractual and may be amended at any time in consultation with the post holder

Line manager's signature:

Date:

Post holder's signature:

Date:

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Person Specification

Criteria	Essential	Desirable
Qualifications		
-GCSE English and Maths (Grade 4/C or above) or equivalent	✓	
-Recognised administrative qualification, e.g., NVQ L3+, Business Administration	✓	
-Degree or equivalent professional experience		✓
Experience		
-Significant experience supporting a senior leader or executive	✓	
-Experience in an education or not-for-profit environment		✓
-Experience in handling sensitive information with discretion	✓	
-Experience in organising meetings, preparing minutes, and managing actions	✓	
-Experience managing projects or events		✓
Skills and abilities		
-Excellent written and verbal communication skills	✓	
-Exceptional organisational and time management skills	✓	
-Ability to work proactively, independently, and under pressure	✓	
-Strong IT skills: proficient in Microsoft Office Suite, e.g., Word, Excel, Outlook, PowerPoint, Google	✓	
-Ability to maintain confidentiality and act with discretion	✓	
-Excellent interpersonal skills and ability to build relationships	✓	
-Ability to take initiative and demonstrate sound judgement	✓	
Knowledge		
-Understanding of governance and compliance processes	✓	
-Knowledge of data protection regulations (GDPR)	✓	
Personal Qualities		
-Professional, diplomatic, and approachable demeanour	✓	
-Resilient, flexible, and adaptable	✓	
-Committed to personal development and learning	✓	
-Alignment with and commitment to the mission, values, and ethos of the LETTA Trust	✓	

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