



Job description: Executive Assistant (CEO and Director of Education)

Location	Hybrid Role Head office (London) 3 days per week Home-based 2 days per week
Contract term	Permanent
Full time/term time	Full time
Pay range	Scale Points 28 – 36 (£39,152 - £47,181) Depending on Experience
Reporting to	Chief Executive Officer and Executive Director of Education

Role purpose

As part of the Anthem National Team, the post holder provides high-quality, proactive and confidential executive support to the Chief Executive Officer (CEO) and Executive Director of Education (EDoE).

The role is responsible for ensuring the smooth coordination of executive activity across the Trust, enabling senior leaders to operate effectively in a fast-paced and complex organisation.

Key to this role is excellent organisation, attention to detail, and the ability to manage competing priorities while maintaining strong relationships with senior stakeholders. The post holder will work closely with the wider EA team and Governance Team to ensure consistency, continuity and high standards of support across the Trust.



Main duties and responsibilities

Executive support and coordination

- Manage the CEO's inbox, prioritising communications and drafting correspondence where appropriate.
- Proactively manage and optimise executive diaries, ensuring alignment to priorities and avoiding conflicts.
- Provide high-level administrative and project support for CEO-led initiatives.
- Draft, proofread and edit reports, briefings and board-level documents.
- Coordinate internal communications on behalf of the CEO, including Trust-wide updates and announcements.

Executive meetings and governance support

- Prepare agendas for executive, strategy and leadership meetings.
- Coordinate the preparation, quality assurance and timely distribution of papers.
- Maintain action logs and track progress between meetings.
- Support governance processes through accurate documentation and coordination.

EA team coordination

- Provide regular updates to the EA team on priorities and diary changes.
- Organise and chair weekly EA team check-ins.
- Ensure effective communication and information sharing across the EA function.

Travel, logistics and events

- Arrange executive travel, accommodation and transport.
- Coordinate meeting logistics including venues, IT and AV requirements.
- Organise executive off-sites, conferences and hybrid meetings.
- Support Trust-wide events, including leadership conferences and staff forums.

Financial and administrative management

- Support budget tracking and expenditure monitoring.
- Raise purchase orders, process invoices and manage contracts.
- Reconcile corporate credit cards and manage expense submissions.

Education Directorate support

- Coordinate leadership briefings, school visits and forums.
- Support Ofsted and DfE documentation and responses.
- Prepare annual CPD schedules and coordinate Trust-wide programmes.



- Maintain key strategic documentation, including the Education Strategy blueprint.
- Support delivery of Trust-wide initiatives and projects aligned to education priorities.

CRD coordination

- Lead end-to-end coordination of CRDs across all schools.
- Develop and manage annual and termly schedules.
- Coordinate attendance of senior stakeholders including headteachers and trustees.
- Arrange logistics including venues, catering and travel.

General responsibilities

- Provide cover for main phone line where required.
- Manage office supplies and administrative systems.
- Support cross-team collaboration and operational continuity.
- Undertake other duties commensurate with the role.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The successful candidate will have a right to work in the UK.

Person specification: Head of IT & Digital Strategy

Qualifications and Professional Standing <i>Evidenced through: Application</i>	Essential	Desirable
Relevant experience as an Executive Assistant supporting senior leaders.	✓	
Right to Work in the UK	✓	
Experience within education, public sector or complex organisations		✓

Experience, Skills and Knowledge <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Proven experience providing high-level executive support	✓	
Excellent organisational skills and attention to detail	✓	
Strong written and verbal communication skills	✓	
Experience managing confidential information with discretion.	✓	
Experience drafting senior-level communications	✓	
Experience with budget tracking or financial administration		✓
Experience supporting governance or board-level activity		✓
Personal Qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable



Professional, proactive and highly organised	✓	
Strong interpersonal skills with the ability to work with senior stakeholders	✓	
Calm and adaptable, able to manage competing priorities	✓	
High level of integrity and discretion	✓	
Collaborative and team-oriented approach	✓	