
Ambition Education Trust

Job Description



Position: Personal Assistant (PA) to Chief Executive and Executive team

Reporting to: Chief Executive

Hours: Part time - 3 days per week

Salary: H5 - H7 depending upon experience

Purpose of role

The Personal Assistant operates as a core member of the Trust's central team, driving close collaboration between central Trust operations and school leadership teams and with Trustees and Governors.

The primary purpose of the role is to provide high-quality, proactive, and confidential personal assistance and administrative support to the Chief Executive and the wider Executive Team.

Through excellent organisation and forward planning you will ensure the smooth day-to-day operation of the executive function, managing diaries and supporting meetings, coordinating trust-wide information and communication, and producing a range of professional documentation.

Duties and responsibilities

The Personal Assistant will:

- Act as the primary point of contact for the CEO, managing correspondence, screening calls, and filtering and directing requests efficiently.
- Identify any matters that are urgent or of high priority and bring these to the attention of the CEO or Executive team with clear, objective context.
- Maintain complex calendars for the CEO and Executive Team, ensuring a manageable workflow, proactively identifying scheduling conflicts and looking ahead to prepare for upcoming meetings and events.
- Coordinate, track, and manage the overarching Trust calendar to ensure alignment across all schools.
- Ensure the CEO and Executive Team are thoroughly briefed and have all necessary documentation in advance of any scheduled commitments.
- Provide support to the CEO and Executive team in capturing and driving actions from meetings to ensure timely completion.
- Work closely with the CEO, and Executive team to understand the Trust's priorities and how to best support and promote them across the organisation.
- Organise high-level meetings, committees, and events, including venue sourcing, catering, agenda preparation, and accurate minute-taking where required.
- Ensure all documentation is effectively collated and distributed well in advance of meetings.
- Produce, edit, proofread and format high-quality reports, briefings, presentations, correspondence and board papers for internal and external stakeholders.
- Work under your own initiative to chase, gather, and collate data, reports, and updates from school leadership teams and central staff ahead of deadlines.
- Assist the CEO and Executive team with ad-hoc projects such as sector research.
- Build, nurture, and maintain excellent working relationships with the central team, Headteachers, school-based stakeholders, Trustees and Local Governors and external partners.
- Act as a responsive, warm, and professional liaison between the central executive team and individual schools, ensuring seamless communication.
- Handle sensitive and confidential information with the utmost discretion and professionalism.

Person specification	Essential or desirable
<p>Qualifications and Training</p> <ul style="list-style-type: none"> ● Good general level of education (GCSEs or equivalent including English and Maths at Grade C/4 or above) ● Degree level qualification or equivalent professional experience, or evidence of continuous professional development in administration, executive support, or secretarial studies ● Governance professional or clerk training 	<p>E</p> <p>D</p> <p>D</p>
<p>Experience and Knowledge</p> <ul style="list-style-type: none"> ● Significant proven experience as a Personal Assistant, Executive Assistant, or Clerk supporting a CEO, Director, or Board of Executives ● Extensive experience in high-level minute taking, preparing comprehensive board packs, and managing agendas for formal committee or trustee meetings ● Experience compiling multi-stakeholder reports and professional presentations ● Proven experience handling highly sensitive, confidential, and GDPR-regulated information with absolute discretion ● Experience managing multiple calendars and complex schedules. ● Knowledge of Multi-Academy Trusts, the Department for Education (DfE), Education and Skills Funding Agency (ESFA), and Ofsted frameworks. ● Experience working within the education sector in a school environment or central MAT team ● Experience using education-specific management information systems (e.g., Arbor, Bromcom, SIMS) or board management software (e.g., GovernorHub) 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p>Skills and Abilities</p> <ul style="list-style-type: none"> ● Outstanding written and verbal communication skills, with the ability to draft professional correspondence, reports, and briefings on behalf of the CEO ● Exceptional interpersonal skills; able to act as a highly professional first point of contact for Trustees, Headteachers, parents, and external regulators ● Advanced proficiency in MS Office 365 (Word, Excel, PowerPoint, Teams) or Google Workspace ● Exceptional time management skills with a proven ability to multitask, manage conflicting priorities, meet tight deadlines, and anticipate the CEO's needs before they arise ● Meticulous proofreading skills and high standards of accuracy in document production and data tracking 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Personal Attributes & Core Values</p> <ul style="list-style-type: none"> ● A profound understanding of, and commitment to, safeguarding and promoting the welfare of children and young people. ● Highly responsive, resilient, and adaptable to changing priorities. ● Ability to remain calm, focused, and professional under pressure in a fast-paced, ever-changing educational landscape ● A flexible approach to working hours and tasks, with the willingness to occasionally attend evening Trustee/Board meetings ● Excellent interpersonal skills with the ability to build rapport and strong, trusted working relationships with all stakeholders ● A genuine alignment with the Trust's core values, vision, and dedication to improving educational outcomes for all pupils. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>