



Amplify Central Services

Executive Assistant to CEO / Deputy CEO

Job description

<p>Job title</p>	<p>Executive Assistant to CEO/Deputy CEO</p>
<p>Location</p>	<p>Amplify Education central offices are currently based across four sites in Bristol:</p> <ul style="list-style-type: none"> • St Katherine's School (Pill) • Stoke Park Primary School (Lockleaze) • Bridge Learning Campus (Hartcliffe) • Orchard School Bristol (Filton) <p>This role will be hybrid based across our sites or working from home depending on meetings and priorities.</p>
<p>Salary</p>	<p>N29-N31 (1.0FTE £39,862.00-£41,771.00)</p> <p>This salary does not include any annual increase that may be awarded by Amplify Education Trustees for the academic year 2026/2027</p>
<p>Role Summary</p>	<p>A pivotal role at the heart of a growing Trust</p> <p>We are seeking a highly capable and confident Executive Assistant to support our CEO and Deputy CEO.</p> <p>This is not a traditional PA role.</p> <p>This is an opportunity to work at the centre of a fast-paced, values-led organisation—supporting senior leaders, contributing to strategic priorities, and enabling the effective running of a multi-academy trust serving over 20% of pupils across Bristol.</p> <p>You will be a trusted partner to the CEO and Deputy CEO, helping them navigate complex priorities, manage competing demands, and ensure the Trust operates effectively at the highest level.</p> <p>Why this role is different</p>

This role goes beyond diary management and administration. It combines executive support with project coordination and stakeholder engagement.

You will:

- Work directly with senior leaders on high-level priorities
- Be involved in meetings and discussions that shape the direction of the Trust
- Be trusted to manage competing demands and make informed decisions
- Play a key role in ensuring work across the organisation runs smoothly

This role is well suited to someone who thrives in a fast-paced environment, enjoys variety, and is confident working at senior level.

What makes this role different?

- Fast-paced, with priorities that can change daily
- Requires confidence to prioritise, challenge and make decisions
- Blends operational delivery with strategic support
- Acting as representative for CEO and Deputy CEO
- High level of visibility across the Trust
- Requires resilience and adaptability during periods of change

A Day in the Life

No two days are the same. A typical day might include:

- Reshaping diaries to reflect changing priorities
- Preparing briefing materials and pulling together key information
- Acting as a first point of contact for enquiries across the Trust
- Coordinating and supporting wider executive leadership meetings
- Drafting correspondence on behalf of senior leaders
- Following up on actions to keep work moving forward
- Responding to urgent or ad hoc requests

At times, you will need to adapt quickly, respond to emerging priorities, and balance competing demands. This role is both operational and strategic, offering a unique opportunity to work closely with senior leaders and contribute to the wider success of the Trust.

Working pattern

Full-time - 37 hours per week, all year round.

Will consider part time and term time only + 3 weeks for the right candidate.

Responsibilities

1. Executive Support & Diary Management

- Proactive management of complex, fast-moving diaries including prioritising competing demands and resolving conflicts
- Email inbox management and responding on behalf of CEO and Deputy CEO
- Ensuring leaders are fully briefed and prepared
- Acting as a gatekeeper while maintaining a collaborative and approachable tone

2. Strategic Administration

- Preparing and quality-assuring agendas, papers and minutes
- Tracking actions and ensuring follow-up across senior leaders
- Maintaining accurate records and supporting compliance

3. Communications & Stakeholder Coordination

- Acting as a key point of contact across the Trust and with external partners
- Drafting high-quality correspondence and briefings
- Supporting internal communications flow
- Managing sensitive and confidential information with discretion

4. Project & Operational Support

- Supporting trust-wide priorities and strategic projects
- Tracking milestones, risks and dependencies
- Coordinating meetings and logistics linked to key initiatives
- Providing additional capacity during peak periods

5. Leadership Team Support

- Facilitating collaboration across functions
- Helping ensure alignment and delivery of organisational priorities

6. Information Management & Systems

- Maintaining accurate and organised systems (SharePoint, Teams, email)
- Supporting document control and version management
- Using Microsoft 365 and digital tools effectively

7. Events & Logistics

- Managing logistics for meetings, events and visits
- Coordinating travel, venues and schedules
- Supporting leadership presence at key engagements

8. Confidentiality, Judgement & Professionalism

- Handling highly sensitive information appropriately
- Demonstrating sound judgement in prioritisation and communication
- Representing the CEO and Deputy CEO professionally at all times

9. Safeguarding

	<ul style="list-style-type: none"> Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
<p>Reporting to</p>	<p>Head of Communications, Marketing and Partnerships during probation period, Head of Operations thereafter.</p>
<p>Safeguarding</p>	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Amplify Education are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>

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Person Specification

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

Skills and personal attributes:

(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)

Essential for this role:

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Excellent organisational and time management skills
- Strong written and verbal communication skills
- Ability to prioritise effectively and make informed decisions
- High level of accuracy and attention to detail
- Ability to work independently and take initiative

Knowledge and qualifications:

(Professional, technical or academic qualifications that you have achieved relevant to this role)

Essential for this role:

- Strong IT skills, including Microsoft 365

You are likely to have:

- Experience of using google platforms
- Experience of other educational MIS

Experience:

(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)



You are likely to have:

- Experience in an education or MAT setting
- Understanding of governance structures
- Experience supporting strategic or organisational projects

Amplify Education is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.