

Job Title:	PA to the CEO (Part-Time)
Working Pattern:	16-24 hours per week (occasional additional hours and/or flexibility required)
Location:	Hybrid (Remote/London office and occasional travel with the CEO)
Reporting to:	CEO

Main Purpose of the role:

The Personal Assistant to the CEO plays a pivotal role in ensuring the seamless operation of the CEO's office.

The position oversees complex diary and inbox management, coordinates communications, and provides high-level support across strategic and operational projects. Acting as a trusted liaison between the CEO and internal and external stakeholders, the PA safeguards priorities, streamlines workflows, and enables the CEO to focus on organisational leadership and long-term objectives.

The role also includes responsibility for planning and managing trips, visits and high-profile events involving the CEO, ensuring all engagements are delivered to the highest standard.

Secretarial and Administrative Support:

- Manage the CEO's diary
- Scheduling appointments, meetings and room bookings
- Preparing reports and presentations
- Maintaining databases and filing systems as needed
- Proof reading reports

Communication:

- Managing emails and correspondence independently in a highly professional manner
- Ensure smooth communication between the CEO and internal/external contacts
- Confident dealing with board members, shareholders and high-profile contacts

Travel and Events Management:

- Book and arrange domestic and international transport and accommodation for the CEO (and occasionally other senior employees when required)
- Coordinate all high-profile events, trips and visits involving the CEO, ensuring seamless end-to-end planning
- Prepare detailed itineraries, briefing packs and schedules tailored to the CEO's priorities and commitments
- Manage logistics including travel, accommodation and venue arrangements

- Liaise with senior leaders, external partners and VIP stakeholders to ensure alignment and smooth execution
- Provide on-site support during key events and visits when necessary, acting as the CEO's primary point of coordination
- Anticipate potential issues, implement contingency plans and maintain discretion at all times
- Ensure clear, timely communication with all internal and external parties involved

Meeting Support:

- Minute meetings (SLT, Management Team, Staff meetings etc.), preparing agendas, collating reports or documents as required and ensuring efficient meeting logistics
- Distribution and follow up of agendas, minutes and reports to/from relevant contacts
- Plan and organise meetings and events for SLT and Management Team
- Assist as needed with the organisation of internal and external events and conferences, including planning, logistics, and follow-up, including liaising with relevant staff

Research and Information:

- Conduct research on behalf of the CEO
- Compile information and prepare briefing papers

Project Support:

- Assist with project coordination and management as required
- Co-ordinating high-profile events

Personal Errands:

- Assist with personal errands and tasks when required
- Co-ordinate and manage gifts as required

General:

- Uphold organisational standards and represent the CEO's office with professionalism and confidentiality
- Respond in person, by telephone or email to staff, students, visitors in a professional and customer focused manner
- Provide general administrative assistance as needed
- Provide a courteous and knowledgeable point of contact for people both within and outside Leiths responding in person, by telephone or email to staff, students and visitors
- Comply with all relevant School policies and procedures including Health and Safety and Child Protection

This position requires a Disclosure and Barring Service (DBS) check, which will reveal any unspent convictions. A criminal record may not necessarily be a bar to employment, as any decision will be treated on its merits and

individual circumstances subject to Leiths’ overriding obligation to protect the students in its charge and the safety of Leiths’ staff.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within Leiths which support safeguarding and must act in accordance with the School’s Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

At Leiths Education, we are committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of gender, race, nationality, marital or civil partnership status, religion or belief, sexual orientation, disability or age. We endeavour to uphold these values for all who are associated with the organisation, starting at the recruitment process.

Person Specification: PA to the CEO

Category	Essential	Desirable	Assessment Method
Experience	Minimum 3 years’ proven experience in a senior PA or executive assistant role Experience of managing a busy diary and inbox Previous experience of taking minutes and preparing meeting documentation Experience organising, coordinating and running events	Experience within an education or hospitality environment Experience managing or supervising front-of-house or reception teams Experience liaising with senior internal and external stakeholders	CV & Interview
Skills	Excellent written and spoken communication skills	Familiarity with CRM or booking systems	CV/Interview/Task
	High level of discretion and ability to handle confidential information	Understanding of the food and wine or culinary education sector	Interview
	Strong organisational skills and ability to prioritise under pressure		CV/Interview/Task
	Fast and accurate typing skills	Shorthand or note-taking training	CV & Typing Task
	Confident in Microsoft Office (Outlook, Word, Excel, PowerPoint)	Experience with cloud-based platforms (e.g. Office 365, Teams)	CV & Task

Category	Essential	Desirable	Assessment Method
	Ability to identify and resolve issues proactively and efficiently.		CV/Interview/Task
	Ability to adjust to changing priorities and work in a fast-paced environment.		CV & Interview
Qualifications	GCSEs (or equivalent) including English and Maths	Qualification from a business or secretarial college (e.g. Pitman, Quest, or equivalent) NVQ or Diploma in Business Administration or similar	CV/Certificate