



# Saint Ambrose College

## Principal's Personal Assistant

### Job Description

(Please also see the separate Person Specification)

**Reports to:** Principal

#### Job Purpose

To provide high-level administrative, organisational and strategic support to the Principal and Senior Leadership Team, ensuring the effective operation of leadership, governance, communication, and compliance within a Catholic school environment.

Key Areas of Responsibility	<p><b>PA Support</b></p> <ul style="list-style-type: none"> <li>• Manage the Principal's diary, appointments, and schedule</li> <li>• Handle correspondence on behalf of the Principal</li> <li>• Arrange meetings, travel, and accommodation</li> <li>• Prepare agendas, minutes, and track actions</li> <li>• Prepare documentation and key messages for staff briefings</li> <li>• Act as gatekeeper to prioritise the Principal's time effectively</li> </ul>
	<p><b>School Coordination and Planning</b></p> <ul style="list-style-type: none"> <li>• Maintain and coordinate the whole-school calendar</li> <li>• Ensure alignment of events across departments and leadership priorities</li> <li>• Produce and maintain school holiday schedules in line with Local Authority guidance</li> </ul>
	<p><b>Governance and Compliance</b></p> <ul style="list-style-type: none"> <li>• Act as main point of contact for Governors and Trust Governance Services</li> <li>• Prepare and distribute documentation for Governing Body and Committee meetings</li> <li>• Ensure statutory and operational documents are published in a timely manner</li> <li>• Support compliance with governance and Trust requirements</li> </ul>
	<p><b>Trust and External Liaison</b></p> <ul style="list-style-type: none"> <li>• Lead and coordinate primary school visits</li> <li>• Maintain effective and strong relationships with partner schools and</li> </ul>

	<p>external stakeholders</p> <hr/> <p><b>SLT Support, HR Processes and Compliance</b></p> <ul style="list-style-type: none"> <li>• Support SLT with recruitment processes, including coordination of interviews</li> <li>• Support the administration of staff absence processes, including planned, emergency and sickness absence</li> <li>• Assist with the coordination and administration of complaints procedures (staff and parental)</li> <li>• Provide administrative support for staff investigations and disciplinary procedures, ensuring confidentiality and accuracy</li> <li>• Support pupil disciplinary processes, including preparation of documentation and coordination of meetings</li> <li>• Support SLT in ensuring adherence to school policies and procedures</li> <li>• Maintain accurate, secure and confidential records relating to all HR and disciplinary matters</li> <li>• Ensure adherence to school and Trust policies</li> </ul>
	<p><b>Flexibility and Additional Duties</b></p> <ul style="list-style-type: none"> <li>• Demonstrate flexibility in working hours when required to meet deadlines or support key school events</li> <li>• Occasionally work beyond normal hours as necessary</li> <li>• Provide administrative support to SLT as required</li> <li>• Undertake any additional duties commensurate with the role</li> </ul> <hr/> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contribute to the wider life of the College where appropriate.</li> <li>• Maintain confidentiality and handle sensitive information with discretion.</li> <li>• Engage in continuing professional development.</li> <li>• Comply with all Health &amp; Safety requirements.</li> </ul>
Pastoral Care	<ul style="list-style-type: none"> <li>• Follow all safeguarding protocols as outlined in the annual Safeguarding training &amp; Keeping Children Safe in Education.</li> <li>• Follow all safeguarding policies and procedures</li> <li>• Support student welfare and wellbeing</li> <li>• Liaise with staff, parents, and external agencies as required</li> <li>• Promote positive relationships across the College community</li> </ul>
Ethos	<ul style="list-style-type: none"> <li>• Contribute to a positive and inclusive whole school ethos to promote</li> </ul>

	<p>excellent outcomes for students.</p> <ul style="list-style-type: none"><li>• To engage and support students with the Edmund Rice Network including opportunities to collaborate with Edmund Rice schools in England and abroad.</li><li>• Role model the expected values and standards of the school.</li><li>• Take a leading role in College life to support the St. Ambrose College Mission Statement.</li></ul>
Other/General	<ul style="list-style-type: none"><li>• To support the daily life of St Ambrose College.</li><li>• Be proactive in responding and reporting any issues as they arise with students.</li><li>• Actively promote and support the mental health and wellbeing of all students and staff.</li></ul> <p>The above list is not exhaustive, and all staff are also expected to undertake any other reasonable duties requested by the Principal.</p>