

Job Description: Personal Assistant

Reports to: Principal

Contract: Annualised

The Role

As a Personal assistant, you will play a central role in ensuring the effectiveness of the Principal's work, managing complex schedules, coordinating key projects, and supporting the strategic priorities of the school. You will be at the heart of the organisation, helping to drive efficiency and excellence across all areas.

Key Responsibilities

Support for the Principal

- Provide high-level administrative and organisational support to the Principal, ensuring the effective management of their time and priorities
- Manage a complex diary, including scheduling meetings, preparing agendas, and coordinating logistics
- Act as a first point of contact for internal and external stakeholders, handling correspondence with professionalism and discretion
- Prepare documentation to support the Principal in decision-making and strategic work
- Support the delivery of key school priorities by coordinating projects and tracking progress against objectives

Support for Senior Leadership

- Work closely with the Senior Leadership Team to ensure effective communication and coordination across the school
- Assist in the organisation of meetings, events, and whole-school activities, including governance and external engagements
- Take accurate minutes and follow up on actions to ensure timely completion
- Support the implementation of school policies and initiatives

Support for the School

- Contribute to the smooth day-to-day running of the school through efficient administrative systems and processes
- Support communications with parents, carers, and external partners, ensuring a high standard of professionalism
- Assist in the planning and coordination of key school events, including open evenings, staff training, and community activities
- Uphold the school's ethos by maintaining high standards in all interactions and communications

Other

- Maintain strict confidentiality in relation to sensitive information
- Carry out other reasonable tasks as directed by the Principal

Person Specification: Personal assistant

Qualification Criteria

- Right to work in UK
- Qualified to degree level

Knowledge, Experience and Skills

- Experience providing high-level administrative or executive support, ideally within an education or similarly fast-paced environment
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines
- Excellent written and verbal communication skills, with the ability to engage effectively with a wide range of stakeholders
- High level of discretion and professionalism when handling confidential information
- Strong IT skills, including proficiency in Microsoft Office and/or Google Workspace
- Ability to prepare high-quality reports, presentations, and briefing documents
- Experience coordinating meetings, events, and projects

Personal Characteristics

- A genuine commitment to the school's vision and values
- High levels of professionalism, integrity, and discretion
- Proactive, solutions-focused, and able to use initiative effectively
- Strong attention to detail and a commitment to excellence
- Resilient, adaptable, and able to remain calm under pressure
- Collaborative and able to build positive working relationships at all levels

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).