



INFORMATION FOR CANDIDATES

Personal Assistant (PA)
for the Head and Business Director

This is a permanent position

Deadline for applications: Friday 14th August 2026 12 noon





Personal Assistant

Responsible to: The Head and Business Director

Responsible for: Managing the Head's Office and the Business Director's Office, providing administrative assistance and support to the Head and Business Director, and to the Senior Leadership Team (SLT) as required.

Hours of work: This is a full-time position. Hours are Monday - Friday 0800 - 1700 in term time, with additional hours occasionally required. The post holder is eligible for 6 weeks annual leave (taken during school holidays). This post is an on-site role and given the nature of the work is not able to be combined with any regular working from home arrangements. There is some flexibility in working hours during school holidays.

Key relationships: This is an outward facing role and requires the successful applicant to forge strong professional relationships with a wide range of stakeholders.

The successful candidate will be expected to present the school and the office of the Head and Business Director professionally and with integrity, upholding the values of the school at all times.





PRINCIPLE'S WELCOME



It is my privilege to lead an outstanding group of colleagues across the St Albans Education Group, all of whom are devoted to preparing young people in our care to live lives of consequence and make a meaningful impact upon the world.

We are a new and expanding independent schools' charity initially formed from the merger of the thriving STAHS – St Albans High School Senior and Prep Schools – and Stormont School in 2024.

Our vision is to become a sector leading group of schools delivering an innovative and impactful education where our pupils will benefit from excellence in academics, personal development, leadership and service in environments designed to nurture creativity, individuality, innovation and enjoyment of learning.

The excellent work of STAHS and Stormont schools is already realising this vision. Their progressive approaches deliver outstanding academic curricula, forward-thinking approaches to pupil wellbeing and exciting co-curricular opportunities for 1,300 children, enabling them to flourish and make a positive impact by leading happy, healthy and intentional lives.

We believe that excellent education is the bedrock of pupils' future success and happiness and want our schools to lead the sector in providing progressive, outstanding education for our learners. We have the highest of expectations for our pupils and our staff alike. In return, we offer an excellent working environment with competitive pay and benefits, where staff professional development is valued and encouraged and career progression is supported.

In a rapidly changing and challenging environment for schools the St Albans Education Group looks to the future with confidence.

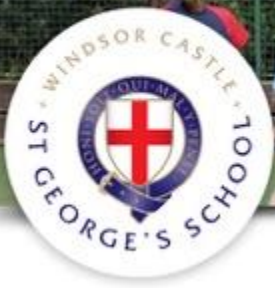
Mrs Amber Waite, BSc Rutgers, BSc TAMU, MSc Oxon
Principal, St Albans Education Group



KEY RESPONSIBILITIES

Due to the nature of the post, duties will be varied and it is not possible to provide an exhaustive list however the key responsibilities of the PA are:

- ❖ Managing the Offices and Administrative support to the Head and Business Director including:
 - Acting as the first point of contact for the Head, fielding the Head's calls, correspondence and emails as required.
 - Receiving visitors for the Head and Business Director.
 - Managing the Head and Business Director's diaries, liaising with parents and other visitors and stakeholders
 - Supporting logistical arrangements for meetings, visitors, external commitments and trips.
 - Supporting the Head with assembly speakers, end of term events, prizes, leavers' events etc.
 - Working with the wider team to support the delivery and organisation of school events such as open days, concerts and alumni events.
 - Supporting the Head with the administration of senior school references.
 - Preparing agendas, circulating papers, minuting staff meetings and briefings for the Head.
 - Attending all School Governing Body (SGB) meetings to accurately record, produce, and distribute comprehensive meeting minutes.
- ❖ Compliance administration:
 - Monitoring and tracking updates to school policies cascaded from STAEG, ensuring website and handbook compliance.
 - Collation and updating of all routine and inspection-related information required on both the ISI website, portal and as part of pre-inspection information.
 - Maintain an accurate record of safeguarding and other training for all staff and governors.
- ❖ Billings support
 - Compile termly invoices for student billing and communicate with parents
 - Assisting the Business Director with debtor management
 - Expenses collation across the school to ensure timely payments
- ❖ To take on other responsibilities as directed by the Head or Business Director.



PERSON SPECIFICATION

Skills - essential

- Excellent written and oral communication skills
- Excellent IT and administrative skills with a working knowledge of Office, Excel & Google
- Attention to detail
- Financially numerate
- Organised and efficient
- Commitment to sharing knowledge and collaboration with others
- Able to work dynamically, to adapt working practices and to work flexibly with a wider team (to include covering other essential duties on occasion and where required)

Personal qualities - essential

- Kind, patient, loyal and thoughtful
- Discrete, approachable, personable, courteous and supportive
- An ability to work calmly under pressure with multiple tasks and tight deadlines
- A professional manner
- Able to work under direction and also able to use own initiative
- A desire to improve and self-reflect
- Willing to take ownership and responsibility
- Willing to take an active role in the life of the school and attend key events in the year

Experience - desirable

- Experience of working within a school environment
- Experience as a PA or an equivalent administrative role
- Experience within a fast-paced work environment





SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants must be willing to undergo child protection screening appropriate to the post, including contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.

REMUNERATION

This post attracts a salary in the range of £38,000-£41,000 (dependent on experience and skillset) and annual holiday entitlement of 30 days. Lunch is provided during school terms and parking may be available on site. The school operates a defined contribution pension scheme.

All completed application forms (which can be found on the school website) should be sent for the attention of:

Emma Károlyi, Head and Alex Chart, Business Director

by email to: recruitment@stgwindsor.org

Forms should be received no later than **12 noon on Friday 14th August 2026**. Interviews will be held as soon as possible after this date.

Early applications are advised. The school will review applications as they come in and reserves the right to make an earlier appointment.



St George's School Windsor Castle

Home to the Choristers of St George's Chapel

Our VISION - students become
'Real World Ready'.

Our MISSION - to ignite inquiry, instil a passion for learning and foster our Christian values. Through inspirational teaching, children develop the mindset and skills to navigate life's opportunities and contribute to global society.

Our VALUES - kindness, honesty, courage.

St George's School Windsor Castle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St George's School is an equal opportunities employer. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex or sexual orientation.