

Job Title	:	Personal Assistant to the Management Board (MB)
FTE	:	1.0 FTE (Full time)
Department	:	Whole School
Date	:	September 2025

Safeguarding

The British School of Amsterdam is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and other safeguarding checks including background checks overseas (where appropriate).

Diversity, Equity and Inclusion (DEI)

The British School of Amsterdam is committed to a culture of diversity, equity, and inclusion. We believe that a diverse staff body reflects and supports the diversity of our pupils and wider society and leads to a cognitive diversity which promotes excellence in all areas.

Organisation Context

Direct Reports

None

Line Managers

School Principal & Bursar

Purpose of the Job

The Personal Assistant to the Management Board is responsible for providing efficient and effective administrative support to ensure the smooth operation of the Principal's and Bursar's offices and daily business. This role involves working closely with the Principal and Bursar on operational management and facilitating communication between academic and support departments. It also involves supporting strategic coordination and communication within The BSA community, and to support The BSA as a leading international school that is *Forward Looking, Forward Thinking*.

The Personal Assistant to the Management Board is responsible to:

- Actively support and promote the vision, ethos and positive culture of The British school of Amsterdam
- Seek opportunities to develop and embed the vision's 'three pillars' with all stakeholders: to nurture; to inspire; and to empower
- Encourage pupil voice to promote the vision of The British School of Amsterdam

Vision

Forward looking, forward thinking. The best that British international education can offer. A thriving school community which nurtures, inspires and empowers everyone to be the very best they can be.

Role and Responsibilities

Management Board (MB) Support

- Proactively manage MB calendars, anticipating meeting needs, and coordinating logistics for meetings and events (e.g., staff briefings, INSET days)
- Draft and initiate external communications (letters, emails) for the MB
- Serve as the primary point of contact and gatekeeper for the MB, handling inquiries and directing calls/emails
- Manage MB diaries/calendars, including meeting preparations and prioritization.
- Organize the MB's office and supplies
- Manage travel arrangements and expense claims for the MB and Supervisory Board (SB).
- Support diverse MB projects and challenges (e.g., coordinating events, facilitating staff communications, participating in working parties)
- Proactively highlight key dates and upcoming events to the Principal and Bursar
- Organize and facilitate meetings, including refreshments

Communication and Coordination

- Coordinate and communicate with Senior Line Managers (OLT) and Heads of School regarding priorities, deadlines, policies, and procedures
- Implement communication strategies (e.g., regular meetings, email updates, collaborative platforms) to ensure transparency and efficient information flow
- Update, manage, and communicate standing communications (e.g., staff bulletin)
- Coordinate relationship management, including maintaining databases, arranging hospitality/gifts, and sending cards/flowers
- Manage all messages, post, and correspondence for the MB

Meeting Administration and Documentation

- Create agendas and take minutes for MB, SLT, OLT, SB, and project meetings, ensuring timely sharing of materials and minutes
- Update corresponding action and decision lists from these meetings
- Provide administrative and secretarial support, ensuring timely and accurate document turnaround and filing of critical documents (e.g., complaints, statutory items)
- Maintain an up-to-date knowledge of relevant Dutch governance principles and best practices

Supervisory Board (SB) Support

- Coordinate the scheduling of all SB meetings (regular, ad-hoc, committee), considering member availability
- Prepare and circulate comprehensive meeting packs for SB meetings in advance
- Attend all SB meetings (and relevant committee meetings) to accurately take detailed, action-oriented minutes, capturing key discussions and decisions, particularly regarding conflicts of interest
- Ensure timely transcription, circulation, and approval of SB minutes
- Maintain & securely file confidential SB documents, resolutions, correspondence, and related legal documentation, ensuring compliance with data protection & corporate governance

- Facilitate clear and efficient communication between the SB, MB, and other stakeholders
- Assist in drafting official correspondence, reports, and disclosures related to SB activities
- Proactively monitor and highlight critical dates, regulatory deadlines, and key agenda items relevant to the SB's oversight responsibilities (e.g., annual accounts approval, strategy discussions, risk management reviews)
- Support the SB in receiving and reviewing necessary information for their duties (e.g., financial reports, risk assessments, compliance updates)
- Assist the SB in ensuring adherence to the school's Articles of Association and internal regulations
- Support the annual evaluation process of the SB and its members, as well as the MB's performance
- Assist with processes related to the appointment, re-appointment, or dismissal of SB members
- Provide administrative support for external audits or inspections involving the SB

Project-Based Assignments

- Undertake project work and related activities as directed by the Management Board
- Support the staff recruitment process when it involves the Management Board or their direct teams
- Coordinate external agency interactions, such as school inspectors and auditors.
- Arrange and coordinate the annual school photos, including family day on a weekend and catch-up sessions throughout the year
- Organise parties and presentations, as requested by the Management Board

Other conditions

- Work outside of normal working hours on occasion, with due notice, e.g. attending Supervisory Board meetings and other evening or weekend events
- Demonstrate flexibility in adapting to changing needs and priorities within the school, taking on additional tasks or responsibilities as reasonably required, e.g. in case of emergencies or unexpected challenges
- Act with the highest level of confidentiality in all matters & ensure accessible record-keeping, with no leakage or sharing of confidential information

This job description provides a summary of the expected roles and responsibilities of the post holder. These responsibilities are not an exhaustive list. Schools being vibrant organisations, the detailed duties of the post holder may change as the school and the role develop. The post holder will be required to be a champion for innovation and continuous improvement and, with it, demonstrate a flexible approach to their role.

PERSON SPECIFICATION

Experience

- Proven work experience in a similar level role
- Reasonable level of understanding of corporate governance, and how a Supervisory and Management Board function
- International school experience (preferred)
- Experience or understanding of the British educational system (preferred)

Qualifications

- HBO or Bachelor's degree, or similar (preferred)

Skills, Knowledge and Abilities

- Excellent English communication skills (written and verbal) - preferably native-level
- Good Dutch language skills (preferred)
- Strong written and verbal communication skills across all levels (internal & external)
- Strong administration, organizational, and time management skills
- High level of proficiency in computer skills (especially Google Suite)
- Able to prioritize and multi-task, and works well to deadlines
- Highly discreet, confidential and professional (especially in dealing with legally sensitive documents in a governance context)
- Resourceful and proactive
- Takes the initiative in problem-solving & anticipating possible challenges
- Positive, approachable, good humoured
- Confident and resilient
- Responds positively and sensitively when handling challenging situations, confidential information, conflicting interests, or awkward issues
- Demonstrates high emotional intelligence (EQ)
- Effective team player