



INFORMATION FOR CANDIDATES

Personal Assistant (PA)
for the Head and Business Director

This is a permanent position

Deadline for applications: 21 July 2025 12noon





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, 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.





MESSAGE FROM THE HEAD

Our school has existed since 1348. With a long heritage of educating the Choristers of St George's Chapel, this continues to be a core function of the school. However, we are now an exciting and happy Prep School for girls and boys aged 3 – 13. I am very proud to lead this wonderful, vibrant and diverse community of students, staff and families. We employ over ninety staff, all of whom contribute hugely to the success, warmth and happiness of the school and pupils. In turn, a tremendous spirit of friendship, mutual trust and collaboration exists at St George's, and we want every new appointment to buy into this.

Our core school values are: **kindness, honesty and courage** and form the very foundation for our school. Building on centuries of first rate education, we are a forward-looking school and it is an exciting place to work. Before you choose whether to apply, please look at our website: www.stgwindsor.org.

St George's is an extraordinary and very unique school with a rich heritage combined with a fresh outlook for the future.

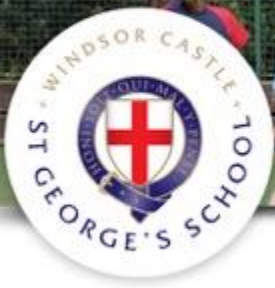
We seek a hardworking, experienced and reliable administrator for both the Head and the Business Director: someone who can work efficiently, positively and energetically in a very busy but supportive environment, whilst bringing humour, personality and warmth to the role. They must be a team player, able to communicate professionally to all stakeholders, and embody the values of the school.



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
 - 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.
 - Supporting the Business Director with duties relating to their role as Clerk to the Governors including liaison with Governors, diary management and minuting meetings.
- ❖ Compliance and HR administration:
 - Ensuring all policies are up-to-date (as amended by SLT) in the School Handbooks and displayed on the website as required.
 - 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.
 - Coordination of DBS information. Maintaining the Single Central Register with oversight from members of SLT and governors.
 - Managing HR administration as required including file management and meeting minuting
 - Checking all appropriate employment information is in place for new staff on staff files.



PERSON SPECIFICATION

Skills - essential

- Excellent written and oral communication skills
- Excellent IT and administrative skills with a working knowledge of Office and Google
- Attention to detail
- 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 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

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 £28,000-£33,000 and annual holiday entitlement of 30 days. Lunch is provided during school terms and parking is available on site. The school operates a defined contribution pension scheme.

All full-time staff at St George's are entitled to apply for a means-tested fee discount of up to 50% for their child / children (subject to satisfying the admissions criteria and availability).

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

Emma Károlyi, Head and Katie Chorley, Business Director

by email to: recruitment@stgwindsor.org

Forms should be received no later than **12noon on Monday 21 July 2025**. 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.