



Principal's Personal Assistant

Permanent position

Full-time, 37 hours per week

Term time + Inset days + 5 days during the summer holidays

Salary based on new NJC SCP 23-25

Actual Salary £30,377 – £32,319

(£34,434 - £36,363 FTE)

St Ambrose College, a high-performing Catholic grammar school and proud member of the Laetare Multi Academy Trust, is seeking to appoint an exceptional Principal's Personal Assistant.

This is a pivotal and highly trusted role at the heart of the College, providing strategic and operational support to the Principal and Senior Leadership Team. The successful candidate will play a key role in ensuring the smooth running of leadership, governance, and whole-school coordination.

We are looking for an outstanding individual who is highly organised, proactive, and discreet, with the ability to manage competing priorities in a fast-paced environment. Flexibility is essential, as occasional work beyond normal hours may be required to support key school functions.

Key responsibilities include:

- Providing high-level PA support including diary management, correspondence, meetings, and travel arrangements
- Acting as the main point of contact for Governors and Trust Governance Services
- Preparing and publishing documentation for Governing Body and Committee meetings
- Managing the whole-school calendar and coordinating key events
- Supporting the Principal and SLT with recruitment, HR processes, and compliance
- Supporting staff and pupil disciplinary processes and investigations
- Coordinating primary school engagement across partner schools within the Trust
- Supporting the day-to-day operation of school leadership

We are looking for someone who:

- Is highly organised, efficient, and adaptable
- Demonstrates professionalism, discretion, and confidentiality at all times
- Has excellent communication and interpersonal skills

Hale Barns, Altrincham, WA15 0HE

t: 0161 980 2711 e: office@st-ambrosecollege.org.uk www.st-ambrosecollege.org.uk

Saint Ambrose College, part of the Laetare Catholic Multi-Academy Trust. Registered number: 15731145



Saint Ambrose College

State-funded Independent Catholic Grammar School
Principal: Mr D. Rainey B.Ed (Hons)



- Can work flexibly and respond to changing priorities
- Is confident handling sensitive matters
- Is committed to supporting the Catholic ethos of the College and the values of the Laetare Multi Academy Trust

Closing date for applications: Monday 1st June 2026 at 9am
Interviews to take place during week commencing 8th June 2026

Please send completed applications to recruitment@st-ambrosecollege.org.uk

Those interested in applying or wishing to discuss the role are strongly encouraged to contact the College to arrange a visit. Please contact: recruitment@st-ambrosecollege.org.uk

Applicants must complete the application form which is available on our college website (vacancies page): <https://www.st-ambrosecollege.org.uk/>

Please also include a supporting statement of no more than 2 sides of A4 paper, with a minimum font size of Arial 11, referring to the person specification and job description/responsibilities.

Applicants also need to complete a Recruitment Monitoring Form and Rehabilitation of Offenders Act 1974 Disclosure Form.

The school is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

We are an equal opportunity employer. We are also a multi-ethnic school and we particularly welcome applications from ethnic minority candidates who are under-represented in our staff population compared to our pupil population.

Any offer of appointment for post is subject to a satisfactory DBS check.

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