



JOB DESCRIPTION

Post Title: Executive Assistant to the Principal

Purpose:

To provide high-level, proactive executive support to the Principal, acting as a pivotal link across the College to ensure the smooth, efficient and professional operation of leadership functions. The Executive Assistant will play a key role in enabling strategic priorities to be delivered, managing complex relationships with internal and external stakeholders, and driving effective communication and coordination across the organisation. This role demands discretion, initiative, and exceptional organisational skills, contributing directly to the success, the Catholic and inclusive + reputation and continuous development of the College.

Responsible to: Principal

Liaising with:

Relevant staff with cross college responsibilities, including Senior Leadership Team, College Management Team, Governor, staff and external agencies

Working Time: 8.30am to 4.30 pm Monday to Friday, full time full year

Grade: NJC Support Staff Pay Spine Point Range from 20 to 23.

Strategic Responsibilities of the Role:

The Executive Assistant to the Principal provides high-level, strategic and confidential support, enabling the Principal to lead the Sixth Form College with clarity, focus, and impact. This role demands exceptional organisational expertise, sound professional judgement, and a proactive, solutions-focused approach.

The postholder will utilise and champion innovative ways of working, confidently leveraging digital tools and emerging technologies, including Artificial Intelligence, to enhance efficiency, streamline communication, and improve operational effectiveness.

Acting as a trusted partner, the Executive Assistant will play a key role in supporting governance processes, advancing strategic priorities, and strengthening both internal and external relationships within a dynamic and fast-paced educational environment.

Main Duties and Responsibilities:

Strategic & Executive Support

- Provide high-level executive support to the Principal, anticipating priorities and managing workload proactively
- Manage a complex and demanding diary, prioritising appointments and resolving scheduling conflicts
- Prepare agendas, briefings, reports, presentations, and correspondence for internal and external meetings
- Take accurate minutes and manage action tracking for senior leadership and governance meetings
- Act as a gatekeeper, managing information flow and prioritising communications

Governance & Stakeholder Engagement

- Support the work of the Governing Body via the Governor Hub services, including meeting coordination, papers, and confidential documentation
- Act as a key liaison between the Principal and governors, senior leaders, staff, students, parents, and external partners
- Maintain the highest standards of confidentiality and professionalism at all times

Innovative Use of Technology & AI

- Use digital tools and platforms (Microsoft 365, Teams, SharePoint, etc.) to enhance efficiency and collaboration
- Support the Principal through innovative use of technology, including AI tools, to draft documents, analyse information, streamline workflows, and improve time management
- Identify opportunities to introduce new technologies or smarter systems to improve administrative and executive processes
- Support digital transformation initiatives aligned with the college's strategy

Planning, Organisation & Events

- Coordinate senior-level meetings, events, and conferences, including strategic planning days and inspections
- Manage logistics, documentation, and follow-up actions to ensure effective outcomes
- Track key deadlines, statutory requirements, and strategic milestones

Administrative & Office Management

- Maintain well-organised, secure electronic and paper-based filing systems

- Ensure compliance with college policies, safeguarding, GDPR, and information governance requirements
- Undertake research, data gathering, and analysis to support strategic decision-making

Other Duties:

- Support projects and college-wide initiatives as directed by the Principal
- To assist with evening/weekend activities and functions and other events as required
- To be aware of and comply with the College's policies and procedures
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work
- To understand the college's Safeguarding and Health & Safety policies and to work within their guidelines

Staffing:

- To undertake staff development where appropriate.
- To undertake an appropriate accounting qualification
- To take part in the College's Appraisal Process.

Quality Assurance:

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of strategic targets and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

Communications:

- To ensure familiarity with the aims and objectives of the role.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison:

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources:

- To contribute to the maintenance of an attractive, efficient and impactful working environment in your area.

Other:

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the St John Rigby College contract.
- This Job Description is subject to periodic review and amendment.

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| It is agreed that the above is a brief and concise description of the above job. | |
| Date: | May 2026 |
| Prepared by: | Paula Nolan |
| Approved by: | Paula Nolan |