

Job Description and Person Specification

Role	Personal Assistant to the Director of Education
Grade and Range:	Band A, Points 23 to 28
Location:	Flying High HQ (2a Vickery Way, Chilwell, Nottingham, NG9 6RY)
Accountable To:	Director of Education
Date Last Reviewed:	02/06/2026

Position Overview

As the Personal Assistant to the Director of Education, you will act as a trusted partner, playing a critical role in enabling her to operate strategically and effectively across the Flying High Partnership. This role requires adaptability, excellent communication, and strong judgement, alongside a proactive approach to managing a varied workload with precision and professionalism.

You will manage priorities, anticipate needs, and ensure the Director is consistently prepared, informed, and able to deliver high-impact leadership across our partnership. This role goes beyond traditional PA responsibilities and requires the confidence and mindset to operate at an executive level.

A strong understanding of the education landscape will enable you to anticipate priorities, manage complexity, and provide high-quality support across a fast-paced and evolving portfolio.

Key Responsibilities

Executive Support

- Provide a diverse range of high-quality administrative support to the Director of Education, including preparing and presenting documentation to a professional standard.
- Support and enable the Director of Education to consistently operate at her best, anticipating needs and responding flexibly to changing priorities.
- Anticipate emerging priorities and pressures, proactively identifying solutions to ensure the Director's time is used strategically.

Diary and Inbox Management

- Provide proactive and strategic diary management, prioritising time to ensure the Director can consistently impact and influence the quality of education across the Partnership.
- Liaise with those responsible for scheduling to ensure in-school activity is planned effectively.
- Identify diary pressures and proactively resolve conflicts.
- Manage the Director's inbox, ensuring priorities are identified and communications are handled effectively.

Meeting Coordination and Preparation

- Prepare and make available key documentation to ensure the Director is well-prepared on a weekly and daily basis.



We are flying high

- Accompany the Director to meetings, taking minutes and providing administrative support.
- Organise travel and accommodation arrangements, and collate and file expenses.

Communication and Liaison

- Maintain consistent and proactive communication to ensure the Director is informed and prepared to operate strategically in all forums.
- Act as a key point of contact, liaising professionally with internal and external stakeholders on behalf of the Director.
- Build strong, trusting relationships with a wide range of stakeholders, acting as a credible and professional representative of the Director of Education.

Systems and Process Development

- Create and maintain systems that support the Director of Education and wider team to operate effectively in meetings and communications.
- Ensure processes are in place to support timely preparation, follow-up, and information flow across key engagements.

Miscellaneous Support

- Undertake miscellaneous tasks in response to the needs of the Director of Education, always maintaining a high standard of delivery.

General Duties

- Role model the Flying High cultural expectations and encourage these in others.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Central Team.
- Attend and participate in relevant meetings and working groups as required.
- Participate in training and other learning activities as required.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the Central Team and schools.

Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

We welcome applicants who may not have held a formal Personal Assistant title but can demonstrate highly transferable skills from roles such as school administration, teaching, school leadership, or other professional environments.

	Essential	Desirable
Qualifications, Education and Training		
A good standard of literacy and numeracy	AF/AST	
Evidence of commitment to ongoing learning and continuous professional development	AF/I	
Relevant qualification in administration or business support	AF	
Experience		
Experience providing high-level organisational, administrative or professional support within a complex environment	AF/I	
Experience supporting at an executive leadership level		AF/I
Successful experience in administration	AF/I	
Experience in diary and scheduling management	AF/I/AST	
Experience using a wide range of digital tools and systems to manage workflows and improve efficiency	AF/I	
Experience supporting formal meetings, including minute-taking and follow-up	AF/I	
Experience of working within education, or a strong understanding of how schools and trusts operate	AF/I	
Experience creating systems to support effective meetings and communication	AF/I	
Experience working collaboratively within a team	AF/I	
Experience managing competing priorities and working in a fast-paced environment	AF/I	
Skills and Knowledge		
Highly effective administrator with strong organisational skills	AF/I	
Skilled communicator, both written and verbal	AF/I	
Strong emotional intelligence, able to notice and respond to the needs of others	AF/I	

Ability to prioritise and manage workload independently	AF/I	
Excellent customer service skills, with a positive and professional approach	AF/I	
Strong literacy and presentation skills	AF/I	
Ability to produce high-quality materials to support presentations and reports	AF/I/AST	
Good attention to detail and accuracy	AF/I	
Embraces new technology and systems to improve efficiency		AF/ I
Knowledge of the education sector		AF/I
Personal Qualities/Attributes		
Builds strong, open, and trusting working relationships	AF/I	
High expectations for self and others	AF/I	
Adaptive and responsive to change	AF/I	
Highly professional, with a strong commitment to confidentiality	AF/ I	
A positive team player, contributing to a collaborative central team	AF/I	
Demonstrates resilience and remains solution-focused	AF/ I	
Special Requirements		
Motivated to positively impact children across Flying High and beyond	AF/I	
Committed to the mission, culture, and character of the Flying High Partnership	AF/I	
Models the Flying High Partnership cultural expectations and promotes them in others	AF/I	
Willing to engage in CPL opportunities to support role development	AF/I	
Relates well to colleagues and works well as part of the team.	AF/I	
Willingness and ability to travel across partnership schools and locations as required	I	