

PERSONAL ASSISTANT TO THE PRINCIPAL

This is an exciting opportunity to play a pivotal role in the leadership and day-to-day operation of one of the country's leading sixth form colleges.

As Personal Assistant to the Principal, you will provide high-level support to a newly appointed Principal who is committed to building a successful, effective and long-term professional partnership. Working at the heart of the College, you will be involved in a wide range of strategic and operational matters, helping to ensure the smooth running of the Principal's office while contributing to the continued success and development of an outstanding institution. No two days will be the same, making this an ideal role for a highly organised, proactive and adaptable individual who thrives in a fast-paced and rewarding environment.

WHAT YOU'LL DO

You will provide high-level, confidential administrative support to the Principal, enabling him to fulfil his responsibilities effectively while supporting the wider Senior Leadership Team and the College's strategic priorities.

This is a varied and demanding role that requires professionalism, adaptability and discretion when handling highly sensitive and confidential matters.

The role includes a requirement to work occasional evenings in support of key College events, including Open Evenings, Parent Events, and Governor Meetings. There are currently 10 planned evening commitments each year; however, additional support may occasionally be required for unforeseen situations. Flexibility is therefore essential in the role.

Your responsibilities will include:

- Acting as Personal Assistant to the Principal, supporting the delivery of their day-to-day responsibilities.
- Managing the Principal's diary, appointments and commitments, ensuring effective use of time and resources.
- Arranging, coordinating and accurately recording meetings involving the Principal, Governors and external stakeholders.
- Preparing correspondence, reports, presentations and briefing papers on behalf of the Principal.
- Acting as a key point of contact for staff, students, parents, governors and external partners.
- Coordinating College events, meetings and visits involving the Principal.
- Manage the College enrolment process at the start of each academic year liaising with a range of staff and ensuring all elements run effectively and smoothly.
- Manage the College Reception Team, ensuring a professional, efficient and welcoming front-of-house service.
- Maintaining, updating and overseeing the College's central calendar, ensuring effective coordination of events, meetings and key deadlines.
- Supporting projects and carrying out any other duties appropriate to the role, responding flexibly to College needs.

Reports to: Principal

Hours: Full year, 35 hours per week, permanent contract.

Salary: Sixth Form Colleges National Pay Spine 16-18, £33,232 - £35,395

Apply by: 12 noon, Wednesday 24th June 2026

Start: Tuesday August 18th 2026



ABOUT YOU

You will be someone who enjoys working at the heart of a busy organisation, building strong relationships and ensuring that complex priorities are managed effectively.

You will be highly organised, proactive and able to anticipate needs before they arise. Comfortable working with senior leaders, governors and external stakeholders, you will exercise sound judgement, maintain absolute confidentiality and take pride in delivering work of the highest standard.

Previous experience providing executive, senior-level administrative or personal assistant support would be advantageous.

You will also:

- Be able to prioritise tasks effectively and meet deadlines in a fast-paced environment.
- Demonstrate discretion, initiative and meticulous attention to detail, ensuring high-quality work and the ability to accurately follow instructions.
- Possess excellent written and verbal communication skills.
- Be adaptable and responsive to changing priorities.
- Work confidently both independently and as part of a team.
- Have strong IT skills and utilise AI to be efficient in the role.

You will be joining a College committed to its core values of **Positivity**, **Ambition**, **Resilience** and **Thoughtfulness**, which shape everything we do. All staff are expected to demonstrate a strong commitment to safeguarding, equality, diversity and inclusion, and their own ongoing professional development.

WHY JOIN US?

- **Pension Contributions** - Support Staff are auto-enrolled into the Local Government Pension Scheme.
- **Free Car Parking** - convenience and peace of mind when travelling to work, without the stress of paying for parking.
- **Family Friendly** - fantastic policies to support our staff with parenting and caring responsibilities.
- **Learning & Development** - fantastic opportunities for education specific professional development.
- **Social Events** - opportunity to take part in lots of College social events such as the Christmas Party and end of term celebrations.
- **College Clothing** - optional College branded clothing is available, taking away the pressure of deciding what to wear each day.
- **Book Club** - join the College book club and you will be given a free copy of the selected book.
- **Trips** - opportunity to support College trips to places such as New York, Spain and London.
- **Cycle to Work Scheme** - spread the cost of a bike.
- **Gym** - free on site gym for staff to use.
- **Do Your Possible** - staff days out in summer to meet new people and try new activities.

HOW TO APPLY:

To apply, please visit:



<https://www.bsfc.ac.uk/job-vacancies/personal-assistant-to-the-principal>

Please send your application form to:



hrdept@bsfc.ac.uk

POSITIVITY

AMBITION

RESILIENCE

THOUGHTFULNESS



GENERAL INFORMATION

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.

All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Disability Discrimination Act (as amended by the Special Educational Needs Act 2001) very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage.

The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

REFERENCE CHECKING

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, attendance / punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people.

This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.