

Headteacher's Personal Assistant (PA) and Senior Leadership Team (SLT) Support

Join St Thomas More Language College, SW3 2QS, as the Headteacher's PA and SLT Support.

Hours: Full time, 40 weeks per year

Salary: £36,829.80-£38,274.01

Start Date: 1st September 2026

Contract: Permanent

Are you highly organised, discreet and proactive, with the ability to provide exceptional support at senior leadership level?

St Thomas More Language College is seeking an outstanding Headteacher's PA & SLT Support professional to play a pivotal role in supporting the Headteacher and SLT. This is a key post requiring professionalism, precision and the ability to work with complete confidentiality in a fast-paced school environment.

About Us

St Thomas More Language College is a thriving Catholic institution which offers a rich and diverse curriculum for its students and a commitment to development opportunities for its staff.

The college is a part of the Saint John Southworth Catholic Academy Trust which promotes a collaborative environment, founded on Catholic Social Teaching and the principles of solidarity and subsidiarity, ensuring pupils and staff are supported to grow and succeed.

Key Responsibilities

As Headteacher's PA & SLT Support, you will:

- Provide high-level, confidential personal assistance to the Headteacher
- Manage the Headteacher's diary, correspondence, meetings and daily briefings
- Act as a key point of contact for the Senior Leadership Team and stakeholders
- Prepare agendas, reports, presentations and high-quality documentation
- Coordinate SLT meetings, take minutes and support whole-school communications
- Lead on staff appointments administration, recruitment processes and personnel records
- Maintain the Single Central Record and manage safer recruitment
- Support governance by organising governors' meetings and preparing documentation
- Oversee the efficient running of the School Office, including line managing administrative staff
- Liaise with families, staff, governors, external agencies and the wider community with professionalism and diplomacy

What We Are Looking For

Our ideal candidate will:

- Have at least five GCSEs (including English and Maths)
- Have significant experience in a senior administrative or PA role
- Demonstrate outstanding organisational and time management skills, with the ability to prioritise competing demands
- Be highly professional, discreet and able to manage confidential information with integrity
- Have excellent written and verbal communication skills

- Be confident producing high-quality reports, documents and presentations
- Be able to respond calmly and effectively in a busy, high-pressure environment
- Show strong commitment to safeguarding and the welfare of young people
- Be able to work independently and take initiative, while also contributing as part of a team

Experience in a school or education setting, knowledge of governance processes, Human Resources procedures or safeguarding systems is desirable but not essential.

What We Offer

- A supportive and collaborative working environment
- Opportunities for training and professional development
- The chance to work closely with senior leaders and contribute to whole-school improvement
- A Trust committed to staff wellbeing and high-quality education
- Access to the Local Government Pension Scheme

Apply Today

To learn more about the role, the school and the Trust, please visit our [Vacancies page](#).

To apply, please download and complete the application forms available on our Vacancies page. Once you have completed the forms, please email your application to hrteam@sjscat.co.uk.

Closing Date: 8am on Monday 13th July 2026

Interviews: Week commencing 13th July 2026

St Thomas More Language College and the Saint John Southworth Catholic Academy Trust are committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

The post below is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!