



KING EDWARD'S SCHOOL
BIRMINGHAM

Personal Assistant to the Second Master

Reports to:	Second Master
Line reports:	None
Salary:	Grade 7 FTE 34,075 - £36,115 Actual for term time plus 15 days is £29,007 - 30,744
Hours of work:	8:00am to 4:00pm Monday-Friday (with a 30-minute unpaid lunch break). Term time only plus 15 days during holidays

Job Purpose

The postholder will work closely with and support the Second Master, King Edward's School, through a high-level of professionalism to accomplish responsibilities and tasks. Specific responsibilities and requirements will vary depending on the needs of the School but will centre on effectively managing a wide range of high-level administrative tasks including executive communication, handling of corporate documents and arranging events. The postholder will also provide some minor support to the Deputies.

The ability to anticipate and prioritise at pace is essential, additionally, the Personal Assistant must possess excellent attention to detail and organisational skills, remain calm and collected under pressure and have the initiative and intelligence to resolve difficult situations. Communicating in a personable and friendly manner to all internal and external stakeholders are also pre-requisites.

Role and Responsibilities

The responsibilities are not exhaustive. Duties will likely include the following that are commensurate and expected of the postholder.

- To provide a full and confidential Personal Assistant service to the Second Master by ensuring matters are dealt with promptly and appropriately
- Act as the Second Master's representative in all dealings with internal and external contacts (pupils, parents/carers, colleagues, visitors, donors etc.) and to do so with professionalism and courtesy
- Administer all travel arrangements and claims on behalf of the Second Master
- To be the first point of contact for all stakeholders wishing to communicate with the Second Master with the ability to triage requests using sound judgement
- To organise the Second Master's diary ensuring co-ordination with other Leadership Team/stakeholders and anticipating needs in advance to ensure all necessary arrangements are put in place

- Ensure the Second Master is fully briefed and prepared in advance of all meetings and events and provided with the relevant documents/information/resources
- Conduct research and fact-finding for the Second Master (and other Leadership Team members as directed by the Second Master)
- Ensure smooth communication across the School and to establish a good working relationship with the Executive Assistant to the Chief Master & Principal and the PA to the Head of School, King Edward VI High School for Girls alongside the King Edward's Schools Foundation Office and other Schools
- Take accurate minutes at meetings and committees
- To compile agendas for meetings chaired by the Second Master and other such meetings as required
- Arrange catering and refreshments for meetings and events arranged by the Second Master or at the request of the Chief Master and Principal, as specified
- To monitor, manage and upload returns to external portals such as the Independent Schools Inspectorate and Independent Schools Association
- Liaise with the local authority when necessary
- Cover Reception if required
- Assist in the organisation of School-wide events (i.e. events, receptions, etc.) on behalf of the Second Master
- To accompany and assist the Second Master with meetings and all events involving donors, fundraising initiatives, dignitaries and other VIP events as required
- Provide administrative support for the Second Master's teaching responsibilities and pupil activities
- Provide administrative support to the Senior Deputy Head (Pastoral), the Deputy Head (Academic) and the Deputy Head (Co-Curricular) as directed by the Head of School
- Attend Awards Evening and Awards Afternoon as required
- Carry out photocopying and preparation of material for the Second Master as required
- To assist the HR team on interview days if required
- Design and implement administrative systems and processes at the discretion of the Second Master
- Prepare report/document templates as required
- Carry out any other reasonable duties required by the Second Master or Bursar.

Personal specification

Experience and knowledge:

- Educated to degree level (or equivalent) or have significant relevant experience
- Understanding of and empathy, with the aspirations and motivations of young people
- Excellent understanding of IT and its application
- Experience of working with student information systems and or web management would be desirable
- A good understanding of the workings of a school environment and ideally local authority/Department for Education mechanisms
- Excellent experience of positive engagement with the range of stakeholders

Abilities and skills:

- Outstanding organisational skills, people skills and communication skills
- Ability to source collate and manage information and data from a wide range of sources
- Ability to work under pressure, calmly, prioritise tasks and multitask
- Ability to conduct School business in a professional and dignified way
- Ability to spot potential problems in advance and ensure that they do not happen and/or recur
- Ability to work, accurately and without supervision

Personal qualities and attributes:

- A positive self-motivated approach to work
- A positive attitude towards education and young people
- Demonstrate absolute confidentiality and discretion in handling all information
- Personal gravitas and an ability to work with discretion and discernment
- Willingness to play a full part in the life of the School
- Willingness to see the best in people and situations, even when challenging
- Personal warmth and the ability to connect with a wide range of different people in a meaningful and appropriate way
- A commitment to promoting the wellbeing and safeguarding of children and young people.

How to apply

Please send completed applications addressed to the Second Master, Mr Ed Swanwick, by email to recruitment@keschools.org.uk

The deadline for applications is 8:00am on **Friday 30 October 2026**. Interviews are scheduled for week commencing **02 November 2026**. However, applications will be reviewed on receipt: early applications are encouraged. We reserve the right to bring forward the closing and interview dates if sufficient applications have been received.

If you have any questions about the role please contact the Director of Finance and Operations, Jenny Butterworth - j.butterworth@keschools.org.uk

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the websites www.kes.org.uk or www.kehs.org.uk