

# MK Sapphire Federation

Executive Headteacher: Miss H Nicholson

## Personal Assistant to the Executive Headteacher

**Grade F - £11,279 actual**  
**9:00am – 12noon – 15 hours**  
**Mon to Fri - 39 weeks a year**  
**Required as soon as possible**

We are seeking to appoint a highly organised, professional and proactive Personal Assistant to provide high-level administrative and organisational support to the Executive Headteacher and the school's governing body.

The successful candidate will:

- Ensure the efficient operation of governance processes and support compliance with statutory regulations and requirements.
- Prepare papers, agendas and detailed reports for Governing meetings.
- Manage the distribution and uploading of documents to GovernorHub
- Organise, review and maintain school policies, ensuring records are accurate and up to date.
- Provide professional and confidential administrative support to the Executive Headteacher in day-to-day tasks.
- Maintain confidential records and sensitive information with the highest level of discretion and professionalism.

We are looking for an individual who is:

- Highly organised, reliable and able to manage competing priorities.
- Professional, approachable and confident in communicating with a range of people.
- Able to work independently, use initiative and meet deadlines.
- Experienced in providing high-level administrative support, ideally within an education, governance or professional setting.
- Able to produce accurate, well-presented documents and reports.

For further information or to request an application pack, please call 01908 221242 or email [admin@stantonschoolmk.org.uk](mailto:admin@stantonschoolmk.org.uk)

**Closing date: 12 noon on Monday 12<sup>th</sup> October 2026 and interviews the same week**

*The MK Sapphire Federation reserves the right to withdraw this advert early if a suitable candidate is found.*

**Stanton School, Fairfax, Bradville, Milton Keynes, MK13 7BE**

**[www.stantonschool.co.uk](http://www.stantonschool.co.uk)**

*The MK Sapphire Federation is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices, and all appointments are subject to rigorous safeguarding checks, including satisfactory references and an enhanced DBS check (with barred list check where appropriate). Online searches may be carried out as part of due diligence on shortlisted candidates. Offers of employment are conditional upon the satisfactory completion of all required pre-employment checks.*

**Visa sponsorship – Visas cannot be sponsored**