



PA to the Headmaster & CEO

From June 2026.





The Role

We are seeking an experienced, highly organised and forward-thinking PA to join Strathallan in the pivotal role of PA to the Headmaster & CEO. This is a varied and rewarding position at the heart of a busy and ambitious school community, offering the opportunity to work closely with senior leadership and contribute meaningfully to the smooth running of the School.

The successful candidate will possess exceptional interpersonal and communication skills, providing a warm, professional and efficient service to parents, visitors and colleagues alike. Acting as a key point of contact, the post-holder will manage a wide range of administrative and organisational responsibilities with discretion, accuracy and a strong sense of initiative.

No two days will be the same; the role requires someone who is adaptable, calm under pressure and able to respond positively to the fast-paced and often unpredictable nature of school life. The ability to anticipate needs, prioritise effectively and maintain the highest levels of confidentiality is essential, alongside a willingness to take ownership of tasks and see them through to completion.

While experience within an educational setting would be advantageous, it is by no means essential. We welcome applications from individuals with strong administrative and organisational experience from a range of professional backgrounds, who are keen to bring their skills into a dynamic and purpose-driven environment.

Strathallan School

Strathallan School is a leading co-educational boarding and day school with an outstanding reputation for academic excellence, sporting achievement, and creativity in the arts. Situated in the beautiful Earn Valley, the School occupies a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is a short drive away, and convenient motorway links provide easy access to Edinburgh, Glasgow and the Scottish Highlands.

The campus combines traditional architecture with modern, purpose-built facilities. The main building, a Grade B listed property, was originally a private mansion and became home to Strathallan in 1920 when the School moved from its original 1913 site.

Strathallan's dedicated teaching and support staff work collaboratively across a range of departments including Administration, Finance, Domestic Services, Human Resources, Estates, Grounds, IT, External Relations, Catering, and Medical.



Each department plays an integral role in ensuring the smooth and effective running of the School. The Head of each department (with the exception of External Relations) reports to the Bursar, while the Director of External Relations, like the Headmaster & CEO and the Bursar, is a member of the School's Executive. The Executive Team also includes the Head of Senior School and the Head of Prep School, all of whom work together to ensure the effective leadership and strategic direction of Strathallan. Collectively, the Executive are accountable to the Board of Governors for all aspects of the School's operation and development.

Key Responsibilities

The Headmaster's PA plays a central role in the effective operation of the School, providing high-level, confidential support to the Headmaster while ensuring the smooth and efficient running of the School admin team. This is a fast paced and highly visible position requiring exceptional organisational skills, sound judgement and the ability to manage competing priorities with professionalism and discretion.

The post-holder will act as key liaison with the Headmaster and wider community, including staff, pupils, parents, Governors and external stakeholder, while also leading and developing the admin team to deliver a consistently high standard of administrative support. A proactive and solutions focused approach is essential, alongside the ability to anticipate needs, manage sensitive matters with integrity and contribute positively to the school's wider operational and pastoral environment.

The role is expected to include , but is not limited to, the below key responsibilities:

PA to the Headmaster & CEO

- ◇ Provide comprehensive, proactive and highly confidential administrative support to the Headmaster.
- ◇ Manage the Headmaster's diary, appointments and correspondence, ensuring effective prioritisation and forward planning.
- ◇ Act as the first point of contact for the Headmaster, responding to routine enquiries and directing more complex matters appropriately.
- ◇ Draft, prepare and manage correspondence, reports, presentations and documentation on behalf of the Headmaster.
- ◇ Ensure the Headmaster is fully prepared for all meetings, with relevant papers, briefings and notes provided in advance.
- ◇ Arrange and co-ordinate travel, accommodation and itineraries, including visa requirements where necessary.
- ◇ Organise meetings and events, including preparing agendas, taking accurate minutes, and overseeing hospitality arrangements.
- ◇ Support the delivery of key school events involving the Headmaster, including Speech Day and formal entertainments.
- ◇ Liaise effectively with parents, Governors, senior leaders and external stakeholders on behalf of the Headmaster.
- ◇ Maintain and develop efficient administrative systems, ensuring compliance with data protection requirements.
- ◇ Manage pupil records and produce relevant reports and distribution lists in collaboration with Admissions.
- ◇ Co-ordinate the Headmaster's expenses, budgets, and associated administrative processes.
- ◇ Support project work and undertake research as directed by the Headmaster.
- ◇ Manage and prioritise the Headmaster's workload within the context of a busy, seven-day boarding environment.
- ◇ Oversee Reception operations, ensuring appropriate cover and a high standard of front-of-house service.

Who are we looking for?

Qualifications/Attainment–Essential:

- ◇ Strong general education, with evidence of good literacy and numeracy skills.

Qualifications/Attainment–Desirable:

- ◇ A recognised qualification in administration, business support or a related field.

Skills and Experience– Essential

- ◇ Proven administrative experience, ideally within a PA role.
- ◇ Demonstrable experience of complex diary management and prioritisation.
- ◇ Experience of preparing agendas and taking accurate minutes.
- ◇ Highly organised, with excellent planning skills and the ability to manage multiple priorities effectively.
- ◇ Strong IT skills, with confidence in using a range of systems and the ability to learn new platforms quickly.
- ◇ Excellent written and verbal communication skills, with the ability to engage professionally with a wide range of stakeholders including parents, staff and external contacts.
- ◇ Ability to work independently, using initiative and sound judgement in a fast-paced environment.
- ◇ Strong attention to detail, with the ability to accurately record, manage and share information.
- ◇ A reliable, methodical and trustworthy approach, with a high level of discretion and confidentiality.

Skills and Experience – Desirable:

- ◇ Experience of working within an educational environment.

Personal Characteristics–Essential:

- ◇ A professional, confident and approachable manner, with the ability to build positive working relationships at all levels.
- ◇ A flexible and adaptable approach, able to respond to the demands of a busy and varied role.
- ◇ The ability to remain calm under pressure and respond positively to changing priorities.
- ◇ A proactive, solutions-focused mindset, with a willingness to take ownership and see tasks through to completion.
- ◇ High standards of personal presentation and professionalism.
- ◇ A strong sense of integrity and the ability to handle sensitive matters with discretion.
- ◇ An affinity with the values and ethos of Strathallan School.
- ◇ The ability to work collaboratively while maintaining strong working relationships across all areas of the School.

Terms of Appointment

Remuneration

- ◇ The salary for this role is competitive.

Hours of work

- ◇ The normal working hours are 08.45 – 17:00 (Monday—Friday) with a break for lunch. There may be an occasional requirement for flexibility in working hours to support the needs of the school.
- ◇ The postholder may be required to work up to six Saturdays per year (8.30am to 12.30pm) to provide weekend reception cover as part of the wider Administration team.
- ◇ Ideally this role would commence on or around the 15th of June, however a later start date can be discussed.

Pension Scheme

- ◇ A contributory pension scheme with an employer contribution of 4%.

Occupational Sick Pay

- ◇ Occupational sick pay following the first year of service.

Benefits

- ◇ On-site parking.
- ◇ Death-in service cover.
- ◇ Free lunch during term-time.
- ◇ Discounts in 100's of retailers.
- ◇ Cycle to Work Scheme.
- ◇ Blue-light card eligibility.

Other Information

- ◇ Any offer of employment will be subject to Safer Recruitment checks, including suitable clearance through Disclosure Scotland's PVG scheme, the receipt of two satisfactory professional references and proof of the Right to Work in the UK.

Application Process

- ◇ Further details of the school are available on the School's Website www.strathallan.co.uk
- ◇ If you would like to apply, please submit your application online by 17th May 2026. The interviews will be arranged shortly after.
- ◇ For any queries regarding the role or the application process, or to arrange an initial conversation, please contact us at: hr@strathallan.co.uk.



STRATHALLAN
SCHOOL

Opportunities for *all* to excel

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