



## **Executive Assistant to the Head**

### **Cheltenham College and Cheltenham College Prep School**

Cheltenham College is an independent boarding school located in the heart of Cheltenham and consists of two inter-dependent fee-paying schools within a single executive structure. [College \(13-18\)](#), is predominantly a boarding school of some 700 pupils. [The Prep School \(3-13\)](#) is largely a day school of around 420 pupils. Both schools are co-educational and have strong academic records and a reputation for sport, drama and music.

### **The post**

A Board-level Executive Assistant (EA) in a UK boarding school setting providing high-level support to the **Head** who acts as College's CEO; the role is pivotal in ensuring efficient ways of working and record keeping, managing the Head's complex workload, facilitating effective senior leadership functions, and playing a key role in the execution of major school events.

A new Head will be in post from April 2025 and will work with the EA to establish and embed their new partnership. The EA should be prepared to be flexible in their approach and relish the opportunity to forge a new and effective working relationship under the broad headings set out below.

### **Key Responsibilities**

- **Head's Office Management & Parent Liaison:** Act as the professional "front line" and primary point of contact for the Head, managing complex communications with parents, staff, pupils, external agencies and other key stakeholders in line with the Head's preferences and priorities.
- **Extensive Diary Management:** Proactively manage and maintain the Head's complex and ever-changing diary, coordinating internal meetings (staff, pupils, SLT) and external commitments (governors, parents, professional bodies, donors, community links) across

multiple locations and time zones. Anticipate scheduling conflicts, prioritise commitments effectively, and ensure the Head is fully prepared with all necessary documentation and briefing notes for each engagement.

- **Travel and Logistics:** Arrange complex travel itineraries, visas, and accommodation for the Head for both national and international trips, including Marketing and Admissions trips and visits to College's International Schools. This may sometimes include traveling to meetings with the Head or assisting with travel arrangements for other staff representatives.
- **Supporting Formal Senior Leadership Team (SLT) and College Executive Committee (CEC) Meetings:** Provide comprehensive administrative support for SLT and CEC meetings, including agenda setting, compiling reports, taking minutes, and tracking action items.
- **Cross-Departmental Liaison:** Act as the Head's representative and liaison point across key departments to ensure alignment with the Head's strategic vision:
  - **Development Office (Fundraising) & Marketing:** Coordinate the Head's involvement in fundraising initiatives, alumni relations, and marketing campaigns. Manage the Head's calendar for donor meetings. Assist with drafting communications and reports for potential benefactors and work collaboratively to ensure consistent messaging across all external communications.
  - **Admissions Office:** Support the Head in managing the admissions process at a strategic level, coordinating sensitive correspondence with prospective parents, and ensuring the Head is prepared for all admissions-related meetings and events
  - **Lettings:** work in close collaboration with the Lettings team on the planning and delivery of major events including the Leaver's Ball and Speech Day. In particular, have key input into invitations and seating plans based on your detailed knowledge of pupils, parents and staff.
  - **Council (Board of Governors):** act as a close partner with the Secretary to Council and the President of Council ensuring the effective flow of information and preparation for the programme of formal governance meetings.
  - **Cheltenham College International:** Regular liaison with College's International Schools Director.
- **External Liaison with Professional Bodies:** Act as the Head's primary liaison point for external professional associations, notably the Headmasters' and Headmistresses'

Conference (HMC) and others (e.g., Independent Schools Council (ISC)). This involves managing memberships, coordinating the Head's attendance at conferences and meetings (including termly Rugby Group meetings), disseminating relevant information to the SLT, to support their work to ensure the school is compliant with best practice guidance from these organisations. The EA to the Head also attends the Rugby Group annual Head's PA/EA meeting.

- **Managing Parent Complaints:** Serve as the initial point of contact for formal parent complaints, providing a sensitive, professional response, triaging concerns according to the school's policy, escalating issues to the Head with clarity and tracking resolution.
- **Supporting the Pupil Disciplinary Process:** Provide impartial and highly confidential administrative support during formal disciplinary procedures, including scheduling hearings, managing evidence, and taking accurate minutes during meetings when required.
- **Compliance & Safeguarding:** Liaise with relevant internal experts to ensure the Head maintains an overview of compliance with relevant legislation and school policies and is alerted to any risks and issues promptly. This is particularly in regard to safeguarding and child protection (including supporting the Head's communications with the Local Authority where necessary), Health & Safety, and Data Protection (GDPR).
- **Other:** Demonstrate a willingness to 'roll up your sleeves' and carry out regular administrative and minor organisational tasks in support of the Head. Attend and be proactive at events outside of normal College hours. The Head's EA is expected to be flexible and lead by example, undertaking other reasonable duties as requested by the Head to support the effective running of the school.

### **Essential Skills and Qualifications**

In addition to core EA skills, specific attributes are highly valued:

#### **Essential**

- **Exceptional Organisation & Project Management:** Proven ability to manage complex administrative functions concurrently with large-scale event planning, demonstrating superb attention to detail and ability to meet deadlines.

- **Discretion & Impartiality:** The ability to handle highly sensitive and confidential information with absolute discretion, coupled with an impartial, calm, and empathetic demeanour in all interactions.
- **Communication & Interpersonal Skills:** Superior written and verbal communication skills, essential for formal correspondence, minute taking, and liaising with diverse stakeholders, from pupils to VIP guests and governors.
- **Flexibility & Resilience:** The capacity to work in a dynamic, fast-paced environment with unpredictable working patterns, including attending evening/weekend events as required, and the ability to remain calm and effective under pressure.

### Desirable

- **Understanding of Educational Sector & Regulation:** A working knowledge of how a UK independent school operates and the regulatory environment (e.g., Independent Schools Inspectorate (ISI) and the Boarding Schools' Association (BSA) best practices).

### Terms and Conditions

- Salary: Grade G/H – circa £38,000-£50,000 (FTE) per annum dependent upon experience
- Hours of work: Normal hours of work are 37.5 hours per week from 0830-1700 Monday-Friday however, a high degree of flexibility in working hours will be required in light of the role and responsibilities it entails.
- Full-time/Year-Round contract
- School lunch during term time
- Use of College sport facilities (at staff allocated times)
- Subsidised Health Care scheme
- Pension scheme (subject to satisfactory completion of probation)

The role requires a satisfactory enhanced Disclosure and Barring Service (DBS) check in the UK as it involves working with children and young people. Professional development opportunities for administrative professionals in education are available through relevant sector bodies and the International Association of Administrative Professionals.

**1 December 2025**