

Executive Assistant to the Master

September 2025



Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

The role

The full-time post of Executive Assistant to the Master is critical to the smooth, efficient and effective running of the Academic offices. It is a demanding role with the prerequisite that the support provided by the post-holder is of the highest standard and is at all times commensurate with the status of the post.

This is a role of central importance that requires total discretion and complete confidentiality.

The primary objective of the role is to provide a first class, administrative, executive service and support to the Master of Haileybury. In addition to supporting The Master, the role includes leading a small team of reception/administrative staff, ensuring consistent outstanding customer service across the function.

The successful candidate will approach challenges with a can-do attitude, maintain professionalism under pressure, and foster a collaborative work environment. A strong work ethic, optimism, and a proactive mindset are a key to success in this role.

The Executive Assistant to the Master will report to the Master.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.



Responsibilities

- Providing confidential and personal support to the Master.
- Managing and organising the Master's electronic diary and appointments, controlling their daily schedule, occasionally making decisions in their absence and keeping them to the planned schedule.
- Assisting the Master to manage their day-to-day work providing appropriate administrative support.
- Responding to letters, emails and phone calls to the Master and on their behalf.
- Drafting, typing and dispatching correspondence.
- Acting as an ambassador for the School and Master in all matters.
- Lead a team of reception staff and academic support staff, ensuring consistent outstanding customer service across the function.
 - Creation of rotas
 - Ensure that Reception is staffed as needed throughout the year.
- Maintaining a discreet and professional relationship with parents, staff, pupils and Governors.
- Communicating with members of Common Room, with current parents and prospective parents.
- Liaising with relevant individuals and external organisations to arrange meetings, prepare agendas and draft minutes.
- Maintaining a comprehensive filing system, online and otherwise, including keeping accurate pupil files.
- Processing general and confidential documents appropriately.
- Managing procedures and paperwork relating to pupil discipline.
- Minute taking as and when required.
- Providing a welcoming and professional approach to all visitors.
- Assisting with teacher recruitment in collaboration with the HR Department.
- Managing and organising travel arrangements.
- Collating and managing data to create and produce award certificates for pupils at the end of each term as well as for Lists (assemblies).
- Keeping the Master fully informed about all allocated areas of responsibility and to report any significant problems within a reasonable time frame.



Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.



Person specification

Qualifications

- Good general level of education (to A level or equivalent)

Knowledge, Skills and Experience

- Proven track record as an Executive Assistant with experience of office management in a customer services arena within a busy and sometime pressurised environment
- Experience of effective liaison with an array of internal and external stakeholders
- Knowledge of working with IT systems to create efficient work practices and effective administrative ways of working
- Considerable secretarial and word processing skills with clear working knowledge of Google and/ or Microsoft Office applications and use of databases.
- Ability to understand and operate within an educational or residential environment
- Have a flexible approach to working, be well organised, proactive, forward thinking and able to make appropriate decisions using own initiative
- Good literacy and numeracy skills
- Excellent communication and interpersonal skills at all levels, both written and oral.
- Proven tact and diplomacy in dealing with a range of people.

Personal Attributes

Essential

- Ability to communicate effectively with people at all levels in an organisation, ability to relate to young people
- Well organised with proven ability to prioritise, working to deadlines whilst under pressure
- Confident, self-motivated, conscientious and reliable, with the ability to prioritise workloads, working within a minimal amount of supervision
- Willingness to work flexibly when required, and the ability to adapt to the needs of the role
- Confidential with the absolute ability to manage sensitive issues and use discretion where necessary
- Motivated and enthusiastic team player with a positive disposition



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com by **midday** on **Tuesday 8 July 2025**.

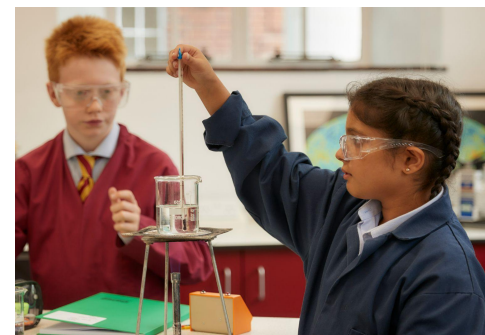
Further to shortlisting, interviews will be held on **Thursday 10 July 2025**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





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