



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

Executive Assistant

Reports to:	Chief Master & Principal of KES and KEHS (and Headmaster of the Foundation of King Edward VI, Birmingham)
Line reports:	None
Salary:	£35,713 - £39,726 full-time equivalent). Actual salary £30,813 - £34,276
Hours of work:	8:00am to 4:00pm Mon-Fri with a 30 minute unpaid lunch break. Term time only plus 15 days during holidays
Benefits:	Enrolment into a Defined Contribution pension scheme. 60% off school fees at King Edward's School and King Edward VI High School for Girls (subject to admissions criteria). Free on-site parking. Free lunches in term-time. Use of the onsite gym and swimming pool.
Start date:	August 2026

Job Purpose

The postholder will work closely with and support the Chief Master & Principal (CM&P) of The Schools of King Edward VI in Birmingham, King Edward's School Birmingham and King Edward VI High School for Girls, through a high-level of professionalism, to accomplish responsibilities and tasks. Specific responsibilities and requirements will vary depending on the needs of the Schools but will centre on effectively managing a wide range of high-level administrative tasks including executive communication, handling of corporate documents, arranging meetings, ensuring their smooth running, and assisting the CMP to be prepared for all her briefs.

We welcome applications from a diverse range of backgrounds.

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 Executive Assistant service to the CM&P and provide some administrative support to the Independent Schools Governing Board (not to include minuting of meetings)

- Act as the CM&P'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.
- To be the first point of contact for all stakeholders wishing to communicate with the CM&P with the ability to triage requests using sound judgement.
- To organise the CM&P's diary ensuring co-ordination with other Leadership Team/stakeholders and anticipating needs in advance to ensure all necessary arrangements are put in place.
- To ensure the CM&P is fully briefed and prepared in advance of all meetings and events and provided with the relevant documents/information/resources
- To conduct research and fact-finding for the CM&P (and other Leadership Team members as directed by the CM&P).
- To ensure smooth communication with the Board and to establish a good working relationship with both the Chair and Clerk to the Governors.
- To liaise closely with the PAs to the Heads of School, KES and KEHS to ensure alignment of diaries and purposes. This will include having timely awareness of the Schools-wide diary and contributing to it as required.
- To compile agendas for and minute Executive Team meetings chaired by the CM&P and other such meetings as required.
- To arrange catering and refreshments for meetings and events arranged by the CM&P, as specified.
- To administer all travel arrangements and claims on behalf of the CM&P.
- To set up and maintain a comprehensive Schools-wide diary proactively collating information from different parts of the Schools on a timely basis and managing potential conflicts.
- To assist in the organisation of Schools-wide events (i.e. events, receptions, etc.) on behalf of the CM&P.

Personal specification

Experience and knowledge	Essential	Desirable
Educated to degree level (or equivalent) or have significant relevant experience.	Yes	
Excellent understanding of IT and its application.	Yes	
A good understanding of the workings of a school environment.		Yes
Understanding of and empathy with the aspirations and motivations of young people.		Yes
Excellent experience of positive engagement with a range of stakeholders.	Yes	
Abilities and skills		
Outstanding organisational skills, people skills and communication skills.	Yes	
Ability to source collate and manage information and data from a wide range of sources.	Yes	
Ability to work under pressure, calmly, prioritise tasks and multitask.	Yes	
Ability to conduct Schools business in a professional and dignified way.	Yes	
Ability to anticipate potential problems in advance and ensure that they do not happen and/or recur.	Yes	
Ability to work accurately and without supervision.	Yes	
Personal qualities and attributes		
A positive self-motivated approach to work.	Yes	
A positive attitude towards education and young people.	Yes	
Demonstrate absolute confidentiality and discretion in handling all information.	Yes	
Personal gravitas and an ability to work with discretion and discernment.	Yes	
Willingness to see the best in people and situations, even when challenging.	Yes	
Personal warmth and the ability to connect with a wide range of different people in a meaningful and appropriate way.	Yes	
A commitment to promoting the wellbeing and safeguarding of children and young people.	Yes	

How to apply:

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to Kirsty von Malaisé, Chief Master & Principal, by email to: recruitment@keschools.org.uk

If you have any queries about the role or would like to discuss it in more detail, by email please contact Harish Kauldhar, HR Director – h.kauldhar@keschools.org.uk

The deadline for applications is 8 am on Monday 11 May 2026, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place week commencing Monday 18 May 2026.

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 website www.kes.org.uk.