

Appointment of Executive Assistant to the Head

June 2026



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The Role

OVERALL PURPOSE OF THE JOB

Executive Assistant to the Head

We are looking for a highly motivated and personable individual with an ability to work collaboratively with staff across the School whilst providing exceptional support to the Head. This is an exciting opportunity for an individual with outstanding communication skills and professional judgement, and the ability to manage a diverse and fast paced workload with professionalism and efficiency. Excellent written and oral communication, strong attention to detail and a solution-focussed approach will enable the successful candidate to handle matters with sensitivity and discretion and build networks across the School to ensure the smooth delivery of the Head's priorities.

The successful candidate will work closely with the Head, representing her with professionalism, managing complex commitments, and proactively anticipating her needs.

REPORTING TO

The Head

Key Relationships

The postholder will work closely with a range of staff across the School and play an important and visible role across the wider School community. Key relationships will be between administrators to the SLT (also known as the Heads Group), the Senior Management Team (SMT), Admissions Office, Foundation Office, Finance Department, HR Department, Receptionists/Administrators and the Catering Department.



KEY RESPONSIBILITIES (CONTD):

The Executive Assistant will provide high level administrative and organisational support to the Head, ensuring the efficient management of her priorities, communications, and strategic initiatives. The EA acts as a trusted partner to the Head, enabling her to focus on leadership and vision while ensuring operational excellence across the school. The EA is expected to uphold the highest standards of confidentiality, integrity, and professional judgment while representing the Head and the School in a fast-paced and varied environment. Occasional evening work may be required to support school events.

Diary Management

Proactively manage the Head's diary, prioritising commitments and anticipating needs accordingly.

Manage regular annual block bookings in the Head's diary as informed by the relevant department, including entrance exam interviews, decision meetings and Head's Tours.

Organise all travel arrangements for the Head, ensuring the Head is appropriately prepared for meetings and events.

Liaising with Others

Act as the first point of contact for all communications via the Head's office; this includes drafting and proof-reading letters/emails and responses.

Act as the Head's representative and liaison point across key departments (including the Foundation Office, Admissions, HR, Marketing & Communications) to ensure alignment with the School's strategic vision.

Be a leader within the office support network, fostering positive relationships across the School community that reflect the School's ethos and values.

Liaise with the Director of People and Culture, HR Department and other internal PAs over the administration of teaching staff recruitment.

Coordinate communication between the Head and senior staff, ensuring clarity and consistency.

Collaborate with Heads of Year, Heads of Division, Finance Department, Admissions Office and School Office with regard to reference requests for both current and former pupils.

Governors

Liaise with the Governors on behalf of the Head, coordinating documentation for Governors' meetings and ensuring that members of the SMT submit their papers in a timely manner.

Liaise with the Clerk to the Governors to ensure agendas and minutes are circulated.

Meetings

Minute meetings as required, including fortnightly SMT meetings, and track actions to ensure timely follow up.

Note-taking at any formal meetings chaired by the Head.

In consultation with the Deputy Head Academic's office, arrange annual Head of Department review meetings.

Prepare agendas, briefing papers, reports, and presentations for internal and external meetings, ensuring all papers are circulated as necessary; this includes weekly staff briefing meetings and fortnightly SMT meetings.

Communications and Events

Work closely with a range of teams to coordinate the Head's involvement in relevant events and initiatives and attend events to support the Head as required.

Plan and deliver key school events e.g. Prefect dinner and Governors' dinner, liaising with a range of teams including the Foundation Office, Catering and Facilities teams.

Collate, draft and quality assure details for Head's start of term briefings, whole-school assemblies and Head's newsletters.

Coordinate the Head's attendance at external conferences and networking events.

KEY RESPONSIBILITIES (CONTD):

Other Duties

Oversee the Head's budget.

Responsible for keeping an electronic record of serious disciplinary sanctions for pupils where the Head is involved and arranging annual serious sanctions log meeting.

Responsible for keeping a record of Formal Complaints.

Maintain electronic filing systems and confidential records relating to governance, staffing, safeguarding and compliance.

Maintain the Register of Gifts; process credit card statements and expenses; book rooms, equipment and refreshments as required.

General office management including the design and implementation of processes to ensure the smooth running of the Head's Office. Responsible for ensuring supplies are replenished when necessary and that additional administrative support is provided by the Receptionists/Administrators as required.

Support preparation for inspections, audits, and policy reviews.

The above is intended as a general outline of the role and is not an exhaustive list of duties. The postholder will be required to undertake any other duties as reasonably required by the Head.



The Person

PERSON SPECIFICATION

The successful candidate will demonstrate a proactive approach, with the ability to work independently, take initiative and anticipate needs without requiring close supervision. The postholder will be a self-starter committed to continuous improvement and take a CPD-focussed approach to their own professional development.

KEY SKILLS AND EXPERIENCE

Essential:

- Extensive experience of working as an EA to a senior executive
- Excellent interpersonal skills with the ability to work with a wide range of stakeholders
- Discretion and integrity in handling sensitive information
- Proactive, flexible and solutions-focussed, with strong initiative and attention to detail
- Exceptional organisational skills with the ability to manage competing priorities
- Strong critical analysis skills for the resolution of problems and deciding which issues should be brought to the attention of the Head
- Excellent written and verbal communication skills
- Fully proficient in Microsoft and Google packages and a willingness to master new systems to support and enhance their work

Desirable:

- Experience within the independent, or wider, education sector
- Educated to degree level or equivalent



Additional Information

SALARY

up to £56,000 per annum depending on experience.

HOURS

Full-Time 40 hrs per week, 5 days a week Monday to Friday.

Hours 8am to 5pm with a one-hour unpaid lunch break.

This is an onsite working role.

Occasional evening work may be required to support school events.

Working from home may be considered during the school holiday periods.

ANNUAL LEAVE

Annual leave of 33 days per year including bank holidays, rising to 38 days per year including bank holidays after five years of service. *(please note that annual leave must be taken during the school holiday periods).*

DRESS CODE

The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff, it is a requirement to look smart in appearance



Application

TO APPLY, PLEASE VISIT OUR DEDICATED RECRUITMENT WEBSITE

Latymer.ciphr-irecruit.com

Further information on Latymer Upper School is available via the school website.

The **closing date** for applications: **9am** on **Friday 29 May 2026**.

Initial online interviews for longlisted candidates will take place shortly after the closing date on Tuesday 2 June or Friday 5 June.

INTERVIEWS MONDAY 8 JUNE 2026.

DIVERSITY

The School is fully committed to the principles of equal opportunity, diversity and inclusion. We have an established and representative staff Equality and Diversity Board to help drive forward positive change. A further Equality and Diversity Committee has recently been formed from our student population.

We are committed to attracting and retaining the very best staff, ensuring that our staff body reflects the diversity of our students and local community. Acknowledging a lack of ethnic diversity within our staff community, we particularly encourage applications from Black, Asian and Minority Ethnic candidates for this role. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the School may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, online check and two satisfactory references.



Background Information

Latymer Upper School was created by a generous act of charity. Writing his will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of "eight poore boyes" from Hammersmith. Since its inception, the School has changed markedly although its founding aims and values have remained the same.

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully co-educational pupil body of approximately 1,270 girls and boys from all over West London and beyond, and a further 174 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer 'buzz' and energy that permeates the whole school; it's innovative and forward-thinking and pupils are academically questioning and curious.

Latymer is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. Generally, pupils achieve over 30% A* and over 80% A*/A at A level and at GCSE over 90% A*/A grades.

Latymer Upper School takes great pride in preparing its pupils to go on to study at a broad range of universities. Generally, between 15 and 20% of pupils win Oxbridge places; increasing numbers win places at prestigious North American and European universities and the vast majority of UK university entrants go to Russell Group universities and several to leading specialist Drama, Music and Art Foundation Colleges.

You cannot pigeonhole a Latymerian: they are individual, highly academic but also rounded and grounded.

THE LATYMER FOUNDATION

The Latymer Foundation exists to provide an academic education of the highest quality to pupils of ability, regardless of background. The Foundation is a separate charitable trust and, through the work of the Foundation, the School has had considerable success in recent years in raising funds for additional means-tested bursaries.

In September 2017, the Latymer Foundation publicly launched an ambitious new fundraising campaign – *Inspiring Minds* – ahead of the 400th anniversary of the School in 2024. The target was to raise at least £40m in order to build the School's endowment and to enable Latymer Upper School to offer 1 in 4 pupils a fee-assisted place. The campaign closed in 2024 having raised close to £50m.

Latymer's ultimate ambition is to ensure that any child is able to access a Latymer education regardless of their financial circumstances. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: pupils, parents, staff, alumni and former parents. Since last September, thanks to the campaign and the ongoing generosity of the Latymer community, 1 in 4 of our students are in receipt of bursary support worth an average of 86% of fees.



Please click to find out more about our Bursary programme

BURSARY PROGRAMME

www.latymerfoundation.org/bursaries/bursaries

PARTNERSHIPS

www.latymerfoundation.org/partnership-programmes

School Aims and Ethos

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper School is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

THE AIMS OF LATYMER SCHOOL

- 1 To provide an opportunity for academically able students from all walks of life to develop their talents to the full
- 2 To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum, supported by a wide range of extracurricular activities, thereby giving all children the opportunity to excel in both their academic studies and their extra-curricular activities
- 3 To encourage independence of thought and approach in the pursuit of excellence in all activities
- 4 To educate our children into a recognition of their wider social responsibilities, particularly through educational activities including community links and partnership schools, to prepare them to become active citizens within their community
- 5 To maintain a focused environment within which an awareness of the needs of others and respect for all members of the community – children, teachers, support staff and parents – is paramount
- 6 To recognise and celebrate the richness and diversity of the range of cultural, religious and social backgrounds within our school community
- 7 To encourage in all Latymerians a pride in their school and the wish to exemplify to the world our values of tolerance, respect and intellectual curiosity
- 8 To inspire a love of learning and of life. Through support, guidance and encouragement we seek to nurture self-confidence and resilience in our pupils to enable them to achieve to the highest academic standards, to find self-fulfilment and to be happy



Team Biographies



Amanda – Executive Director Latymer Foundation

I lead the Foundation Office team which comprises fundraising and alumni relations activities, partnership programmes and community impact work. I had never worked in a school before, nor indeed in the charity sector, but I think it was typical of Latymer that the then Head and Governors recognised my potential, despite my lack of previous experience in a similar role. I had worked for a decade on the trading floor of a large investment bank before establishing a bespoke cashmere business and then working as a retail buyer, so certainly not a typical route into educational fundraising. Latymer is a wonderful place to work. There is a real "can do" attitude which results in a busy and stimulating work environment. Its vibrant community of staff, students, parents and alumni embraces its aim to provide a life changing education to young people from the widest possible range of backgrounds and to be a force for good in the local community.



Michelle – Payroll & Purchasing Manager

I carry out many roles in Finance but my most important is to make sure we all get paid. I really enjoy helping people get their pensions sorted out. I worked in finance when I left school but did A levels at night school, followed by a degree in Ecology and Populations Genetics then a Phd at the Zoological Society in Conservation Genetics. I love Science!



Saanya - Head of International University Advising

I work with Latymerians across the Lower and Upper Sixth Form on their applications to international universities and empower them to make informed decisions about their futures. I also help to manage and build partnerships with universities around the world, which is something that I especially enjoy, as I have lived in five different countries myself. I had never worked in a school environment before Latymer, as I was previously an independent university advisor, but I love the energy that I experience here everyday. The students are self-driven, curious and I am constantly learning from them.

Location

ADDRESS

237 King Street Hammersmith

London
W6 9LR

England

W www.latymer-upper.org

T 020 8629 2024

NEAREST UNDERGROUND STATION

Hammersmith (District, Piccadilly and Hammersmith and City Lines) Ravenscourt Park (District Line)

BUS ROUTES

To Hammersmith Broadway:

9,10,27,33,72,190,209,2
11,220,266,283,295,391,419

DRIVING

There is no parking onsite and we therefore recommend using public transport when travelling to the School

ON ARRIVAL

Please report to security at the main entrance on King Street



**LATYMER UPPER
& PREP SCHOOL**
HAMMERSMITH