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# BISHOP'S STORTFORD COLLEGE

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ESTD 1868

Executive Assistant to the Chief Finance and  
Operations Officer (CFOO)





The feel of Bishop's Stortford College is always forward-looking, recognising from the start the sort of world our pupils will be entering and the skills they need. We are a hard-working, down-to-earth, and highly successful community.

Set on the edge of a market town between London and Cambridge, the atmosphere at our co-educational day and boarding school, is the perfect launch pad for outstanding achievement.

## Welcome from the College Headmaster

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Thank you for your interest in working at the College. Since joining here in 2024, I have had the immense pleasure of working with our dedicated and talented team of staff, at the same time as leading our vision for the future.

At Bishop's Stortford College, we nurture belonging, kindle scholarship, and grow character in ambitious pupils aged 3 to 18 who aspire to succeed in academics, sports, and the arts. At our core are our values of Belonging, Scholarship and Character. Derived from the College's initials, they shape our thinking today and in the future.

Bishop's Stortford College is the modern face of independent education. Together we are embarking on a collective strategy that unites staff, pupils and our wider community in delivering academic excellence balanced with personal growth and strong values. This is what an education for today and tomorrow must deliver.

Underpinning everything is a unique community spirit that enables everyone to succeed, and to be happy doing so. We do not look like most schools of our type. We do indeed have the luxury of a 130 acre campus with wonderful facilities. But we are different in some important ways, most notably in our balance of academic, sport and the performing arts to ensure every child finds their niche and supported by a sector-leading pastoral system is able to thrive during their time at the College and beyond. I hope that by reading through the following pages and our Information for Candidates, you will see this for yourself and consider applying for this role.

Mr John Maguire



## Introduction to the College

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One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

Seen as one united College, but functioning as three schools, there are approximately 1,300 pupils aged 3 to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community.

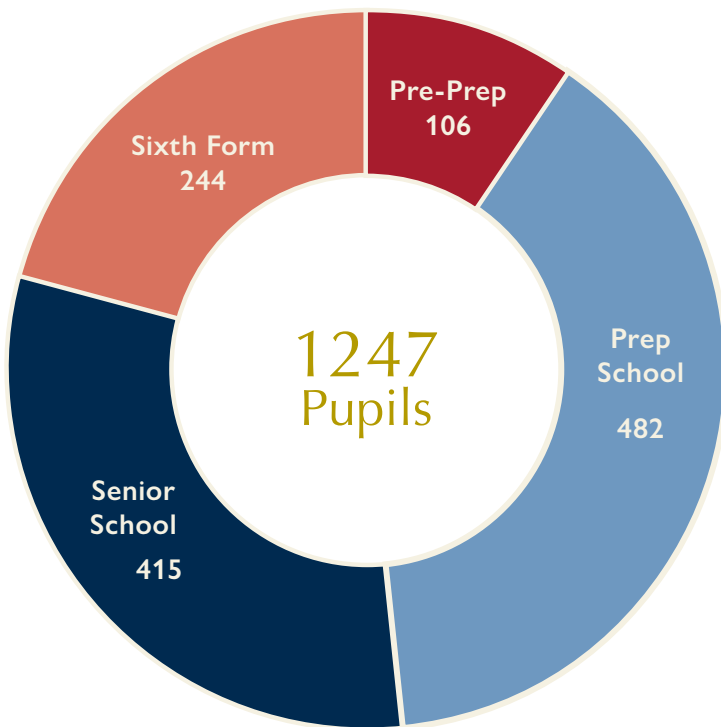
It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The College Headmaster reports directly to the Chairman of the Governing Council and has responsibility for the whole College, though day-to-day management of the Prep School and the Pre-Prep is delegated to the Heads of those schools. The College Headmaster has day-to-day responsibility for the Senior School.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room, DT building, Music faculty and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan



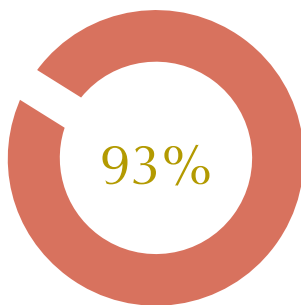
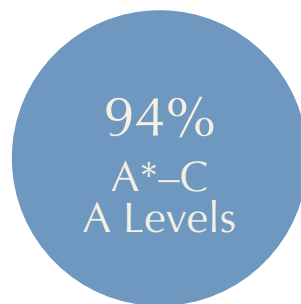
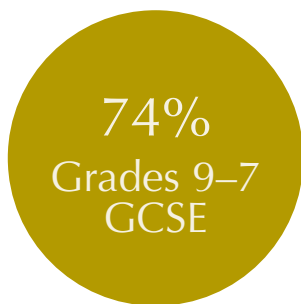
## The College in Numbers



24  
Nationalities



4 Boarding  
Houses



Placed at a university  
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision

## EXECUTIVE ASSISTANT TO THE CHIEF FINANCE AND OPERATIONS OFFICER (CFOO)

The purpose of this key role is to provide a comprehensive, high-quality administrative and executive support service to the Chief Finance and Operations Officer (CFOO), with high levels of discretion and professionalism. Responsibilities include the efficient day-to-day running of the CFOO's Office and efficient administrative support for the Governing Council and sub-committees.

The role requires a positive, well-organised, efficient, proactive approach, demonstrating a high level of initiative, competence, resourcefulness and judgement across a broad range of office management activities. The Executive Assistant (EA) will handle work of a confidential and complex nature, requiring sharp intellect, considerable tact, diplomacy and integrity. The role is positioned at the heart of the College Professional Services staff and strong interpersonal skills, teamwork and a friendly manner are essential.

**Terms:** Full time, 52 weeks per year

**Reports to:** Chief Finance and Operations Officer (CFOO)

**Salary:** Competitive

**Holidays:** 30 days annual leave plus bank holidays.

**Fee Remission:** Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met.

Full details of benefits are detailed in the *Information for Candidates* document.

**Closing date for applications:** Monday 2<sup>nd</sup> March 2026, 9am.

For more information about this post or the College, in the first instance, please contact HR/People Team for a confidential discussion.

[recruitment@bishopsstortfordcollege.org](mailto:recruitment@bishopsstortfordcollege.org)

01279 972 743

## JOB DESCRIPTION

### Administrative Duties

- Be responsible for confidential secretarial, administrative and clerical duties relating to all aspects of the CFOO's role, including support to the Clerk to the Governing Council as required.
- Manage the CFOO's diary, emails, correspondence, records and filing systems.
- Coordinate appointments, meetings, seminars, conferences, dinners and working lunches; preparing itineraries and making travel arrangements as required.
- Attend and minute routine meetings as required, tracking actions to completion.
- Produce high-quality correspondence, reports, presentations, spreadsheets and other documentation to support the CFOO.
- Act as a professional liaison on behalf of the CFOO with parents, pupils, staff and external organisations.
- Administer the School's Financial Assistance Scheme (Bursaries), managing applications from initial enquiry, through the assessment process, to the issue of offer or rejection letters.
- Manage hospitality arrangements for a wide range of meetings, events and functions throughout the year.
- Provide advice and assistance to College Professional Services staff in relation to correspondence and documentation issued from the department.
- Undertake tasks delegated by the CFOO that are within the post holder's experience and capability.

### Governing Council & Governance Support

- Ensure the CFOO, as Clerk to the Governing Council is appropriately briefed for all meetings, providing relevant correspondence, documentation and presentations.
- Arrange and coordinate all Governing Council, AGM and sub-committee meetings, preparing and distributing agendas and supporting documents.
- Attend and minute all Governing Council meetings, sub-committee meetings and additional meetings as required, producing and circulating accurate and timely minutes.
- Manage the operational and administrative requirements for the effective delivery of all governance meetings.
- Submit statutory reports and returns to Companies House, the Charity Commission and other relevant professional or regulatory bodies.

- Provide administrative support to Governors, including liaison on governance matters and procedures, arranging training and travel requirements, and circulating updates on School news and events.
- Maintain governing documents, including terms of reference, Memorandum and Articles, signed minutes, Governor training records and archiving systems.
- Manage the induction process for new Governors.
- Manage access to and maintain the Governors' document portal.

### ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

This role may involve a very occasional work on Saturday mornings and flexible hours to attend out of work-time meetings and events.

## SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to, and ensure, compliance with the College's Safeguarding Policy at all times. If, while carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

## EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

## SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

## DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

## EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- A covering letter
- CV
- Application form
- Interview
- References
- Medical questionnaire
- DBS application

## EDUCATION AND QUALIFICATIONS

- Evidence of a good level of education (at least A Levels or equivalent)

## EXPERIENCE AND SKILLS

### Essential

- Proven experience as a Personal Assistant or Executive Assistant supporting a senior leader.
- Exceptional organisational, prioritisation and time-management skills.
- Experience handling highly confidential and sensitive information with integrity.
- Excellent written and verbal communication skills.
- Strong IT skills, including Microsoft Office (Outlook, Word, Excel, PowerPoint).

### Desirable

- Experience in an independent school or education setting.
- Experience supporting governance, committees or boards.
- Exposure to finance, operations, estates or compliance functions.

## PERSONAL QUALITIES

### Essential

- Confident working with senior stakeholders, governors and external bodies.
- Ability to work independently, exercising judgement, initiative and discretion.
- Strong emotional intelligence.

## OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

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## APPLICATION PROCESS

### YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and the College is open to the possibility of making an appointment prior to the published closing date.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

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Co-Educational Day and Boarding 4 to 18 Years

[bishopsstortfordcollege.org](http://bishopsstortfordcollege.org)