



Mill Hill

For pupils aged 13 - 18
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

ACADEMIC ADMINISTRATOR





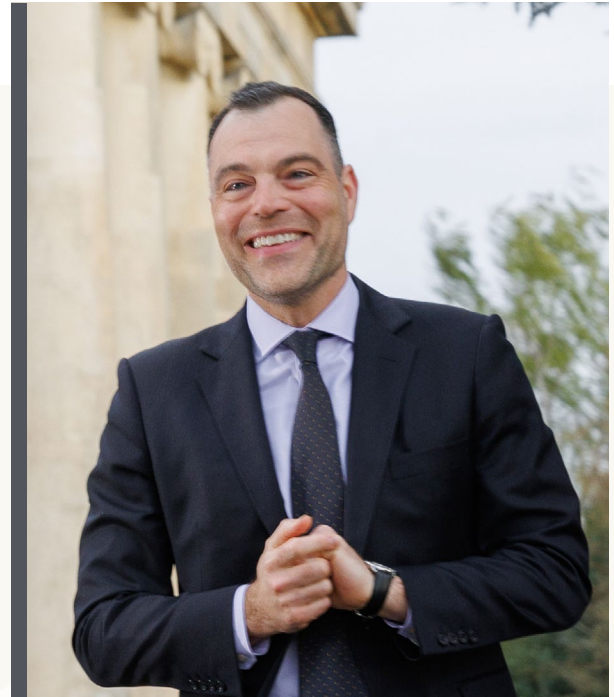
INSTILLING VALUES INSPIRING MINDS

A WARM WELCOME TO MILL HILL SCHOOL, AND THANK YOU FOR YOUR INTEREST IN THIS ROLE. THIS PACK WILL GIVE YOU A FLAVOUR OF WHAT IT'S LIKE TO WORK AT OUR SCHOOL, BUT SHOULD YOU WISH TO KNOW MORE PLEASE DO GET IN TOUCH.

Mill Hill is one of the UK's leading independent schools. Founded in 1807 by non-conformists, our original mission was to offer an excellent education to young people irrespective of their background, and to do this close to London but away from the pressures of the inner-city. Two hundred years on, this belief in inclusion, innovation and providing a 'London in the Countryside' feel is still central to our work.

Traditionally an all-boys boarding school, Mill Hill is now fully co-educational with over 80% day pupils, though boarding remains core to our philosophy. We are the flagship school within the Mill Hill Education Group, one of the UK's largest and fastest growing non-profit independent school groups. We are a traditional senior school taking pupils from Years 9 – 13, but are closely integrated with our superb Prep school Belmont, which is located just next door.

At Mill Hill we are proud to be the school of choice for many families in London and beyond. Academic standards are high, with 50% of all A Level grades at A*/A in 2025 (25% A*, 80% A*-B) and 56% of GCSEs at grade 9/8 (28% grade 9, 75% 9-7). The school's co-curricular provision is sector-leading, as recognised in our 2024 ISI inspection. Pastoral care is, as you would expect in a school that blends boarding and day provision, a real strength.



This role is an exciting opportunity to join Mill Hill and contribute to our work. I'm confident that the more you learn about our current offer, the more you will see the distinctive strengths and potential of Mill Hill. We expect a lot from our staff, but also provide extensive support and professional development opportunities, and a wide range of employee benefits, many of which are detailed later in this pack. If you want a new challenge, space to extend your skills, and to be part of an exceptional and collaborative team, then please do consider an application.

With best wishes,

David Benson
Head, Mill Hill School



JOB DESCRIPTION

WE ARE LOOKING TO APPOINT A COMMITTED AND ORGANISED ACADEMIC ADMINISTRATOR TO PROVIDE HIGH-QUALITY, CONFIDENTIAL SUPPORT TO ACADEMIC SENIOR LEADERSHIP TEAM (SLT) MEMBERS AND WORK ALONGSIDE THE EXECUTIVE ASSISTANT TO THE HEAD.

THE SUCCESSFUL CANDIDATE WILL PLAY A CENTRAL ROLE IN SUPPORTING THE WORK OF SLT. THEY WILL BE RESPONSIBLE FOR SCHEDULING AND MINUTING MEETINGS, DRAFTING CORRESPONDENCE, MAINTAINING ACADEMIC RECORDS AS WELL AS OTHER KEY SYSTEMS. THEY WILL SUPPORT TEACHER RECRUITMENT, HANDLING BOTH CANDIDATE ENGAGEMENT AND INTERVIEW SCHEDULING.

THIS IS AN EXCITING OPPORTUNITY WHICH BALANCES ADMINISTRATIVE AND STRATEGIC FUNCTIONS AND SITS AT THE HEART OF THE MILL HILL LEADERSHIP TEAM. IT WILL BE EXCELLENT PREPARATION FOR FUTURE PA OR EA ROLES. HIGH LEVELS OF PERSONAL INTEGRITY AND DISCRETION ARE A MUST, AS ARE STRONG COMMUNICATION SKILLS AND THE ABILITY TO MULTITASK AND STAY CALM UNDER PRESSURE.

KEY RESPONSIBILITIES

General

- Manage the two Deputy Head's diaries, including booking, coordinating, and prioritising internal and external meetings, and attending meetings to minute and provide input as needed.
- Ensure the Deputy Heads are fully briefed ahead of such meetings with relevant correspondence, papers, and documentation prepared in advance.
- Produce a weekly "All Staff Bulletin" for all teaching and support staff, which captures key upcoming dates and messages for the week ahead.
- Support the organisation of academic events, meetings, and functions, including venue booking and hospitality arrangements.
- Undertake any other duties reasonably requested by the Head, Deputy Heads or EA to the Head, commensurate with the role.

Meetings and Academic Communications

- Prepare agendas and supporting papers for weekly Academic Team meetings and other academic committees (e.g. Heads of Department).
- Attend meetings as required, taking accurate minutes and distributing actions in a timely manner.
- Compile and distribute the weekly Academic Bulletin for Heads of Department.
- Support academic staff with the preparation and circulation of key academic documentation (e.g. curriculum guides, revision guides, policy and guidance documents).

Academic Data, Reports & Systems

- Update and maintain accurate school and pupil records using iSAMS.
- Support senior academic staff in maintaining and updating spreadsheets and records relating to pupil performance and progress.
- Oversee scholarship-related administration, including maintaining accurate spreadsheet records, preparing examination information letters, and drafting outcome letters in collaboration with the Head of Scholarships.
- Provide administrative support for the processing, collation, checking, and distribution of pupil reports.
- Support academic compliance and inspection readiness through accurate record keeping and documentation.





Communication, Correspondence & Confidential Matters

- Manage incoming and outgoing confidential correspondence relating to academic matters, including communication with pupils and parents.
- Maintain accurate and up-to-date records of academic-related complaints and correspondence.
- Liaise closely with the Head's EA, HR team, safeguarding staff, and support staff across the Group as required.

Recruitment Administration (Academic & Teaching Staff)

- Prepare and update recruitment materials, including job descriptions, person specifications, and candidate information packs.
- Manage recruitment correspondence with candidates, including acknowledgements, interview invitations, and follow-up communication.
- Support shortlisting processes, including collating applications and assisting with CV screening as required.
- Liaise with academic staff to prepare interview schedules, lesson observations, and interview panels.
- Work closely with the HR team to ensure recruitment processes are compliant and timely.
- Update recruitment records and appointment information on iTrent and other HR systems as required.

This Job Description is not intended to be an exhaustive list of duties and may be reviewed and amended in consultation with the postholder.



KEY FACTS ABOUT THIS ROLE

SALARY

c.£30,000 (subject to experience)

CONTRACT TYPE

Term time plus 15 days

HOURS

8.00am – 5.00pm



PERSON SPECIFICATION

Essential Criteria

Experience & Skills

- Proven administrative or secretarial experience in a school, education setting, or similarly complex organisation. Where such experience is lacking, a demonstratable potential to succeed in a role like this, as evidenced by other achievements.
- Exceptional organisational skills with the ability to manage multiple priorities and deadlines.
- Strong attention to detail and consistently high levels of accuracy.
- High level of IT competence, including Microsoft Office (Word, Excel, Outlook).
- Confidence in managing diaries, meetings, documentation, and confidential records.

Communication & Relationships

- Excellent written and verbal communication skills.
- Ability to deal confidently, tactfully, and professionally with pupils, parents, staff, governors, and external stakeholders.
- Strong interpersonal skills and the ability to build effective working relationships with senior leaders and teaching staff.
- A collaborative, team-oriented approach.

Personal Qualities

- Calm, flexible, and resilient, with a positive and proactive “can-do” attitude.
- High levels of discretion and professionalism when handling sensitive and confidential information.
- Ability to work independently, use initiative, and exercise sound judgement.
- Commitment to high standards of service, organisation, and professionalism.

Safeguarding & Values

- A clear understanding of, and commitment to, safeguarding and promoting the welfare of children and young people.
- Willingness to undertake safeguarding training and comply fully with school policies and procedures.

Desirable Criteria

- Previous experience working in a primary or secondary school (state or independent).
- Familiarity with school MIS systems such as iSAMS, SIMS, Arbor etc – any common MIS.
- Experience supporting recruitment processes and working with HR systems (e.g. iTrent).
- Experience of supporting academic data, reports, or examination-related administration.
- Experience working in a front-facing role with parents or the public.
- First Aid or safeguarding qualifications.





THE SCHOOL

Mill Hill School

Mill Hill is one of the UK's best known and most reputable independent schools. We are the school of choice for many families in and around London, as well as a sizeable community of international pupils.

Mill Hill was founded in 1807, by non-conformists as an alternative to England's 'ancient' public schools who admitted only Church of England families. More than 200 years later, these values of innovation, inclusion and diversity still permeate the school.

Mill Hill now forms the flagship within a wider group of schools, known as the 'Mill Hill Education Group.' We work collaboratively with all these schools but are most integrated with Belmont - our 'Prep' and main feeder, located just next door.

Traditionally an all-boys boarding school, both Mill Hill and Belmont are now fully co-educational, with a mixture of day and boarding pupils.



Teachers are experienced, have good subject knowledge and follow well-planned schemes of work, adapting their teaching to effectively meet the needs of pupils."

Independent Schools Inspection 2024

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.





MEET THE TEAM



Kamla joined us in 2023 from the state sector, bringing 20 years of teaching and leadership experience with her. In her first year she secured some of the best A Level results of any department at Mill Hill, as well as developing a rich co-curricular offer that primes pupils for the real-world of business. In addition to leading the department, Kamla promotes entrepreneurial thinking through a range of lower school enterprise activities, fostering a creative spirit in all pupils she works with.

Kamla Stoll
Head of Economics and Business



Aaron joined us in 2017 as the Assistant Director of Sport and Rugby and was promoted to Director of Sport in 2019. He manages a large team of specialist coaches and trainers, making a difference to all pupils in the school. Aaron played professional rugby for Saracens RFC before entering the education sector. In his time at Mill Hill, he has built a market-leading sports programme which grows from strength to strength each year.

Aaron Liffchak
Director of Sport



Emma joined Mill Hill as Head of Maths in 2022, having previously been Second in Charge at City of London School for Boys. She entered teaching straight from university, where she secured a First Class degree in Maths at Cambridge. Her vision is for every pupil to achieve their full potential through an engaging, supportive and challenging curriculum. In addition to leading the department, she can usually be found on the netball court, either playing herself or coaching the U15 girls' team.

Emma Lockhart
Head of Mathematics



Pearl joined our Chemistry Department from Aldenham School, and has become a key member of our team. Earlier in her career she had a seven year stint as Head of Science at Arnold House, a leading North London prep school, and a feeder of Mill Hill. In addition, Pearl led a Science Department of an outstanding state school in Hertfordshire, prior to entering the independent sector. Pearl completed her BSc at Monash University, Australia, before moving to the UK.

Pearl Lee
Teacher of Chemistry



Gareth leads the co-curricular and performance elements of Music across the Foundation, working alongside a separate Head of Academic Music and a large team of Music teachers. Gareth joined Mill Hill from Highgate School where he worked as Head of House, and is relishing a return to a curriculum focused role. Prior to entering teaching he worked in industry, and played with some of London's leading orchestras (e.g. the BBC Symphony Orchestra).

Gareth Hanson
Director of Musical Performance



The Chapel is the heart of our school, and Ryan helps bring that vision to life. His role spans teaching in Religious Studies with leading weekly Chapels and assemblies, as well as providing one to one support to both pupils and staff. He works closely with colleagues across the Mill Hill Schools. Prior to joining us Ryan was the Vicar of St Paul's Church, Mill Hill, having trained for ordination in the Church of England at St Mellitus College. A keen footballer, Ryan coaches our U14A Football team.

Ryan Venn-Dunn
Foundation Chaplain



OUR SCHOOL IN NUMBERS

A Level pupils
achieved

50%

Grade A*-A in 2025



25%

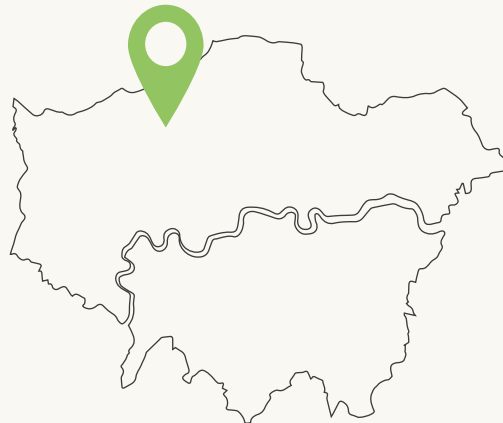
Grade A*

80%

Grade A*-B

1807

The year
Mill Hill was
founded



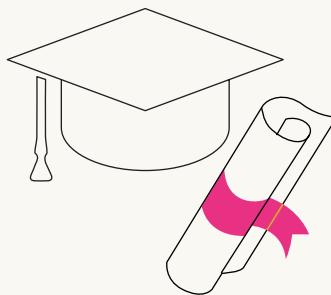
120

acres of beautiful
school grounds

GCSE pupils
achieved

56%

Grade 9-8



3/4

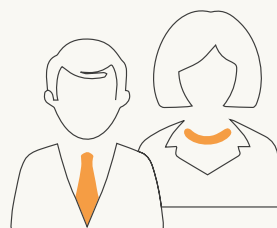
leavers achieved places at
Russell Group Universities
in both 2024 and 2025

28%

Grade 9

10

miles from
Central London



200

staff members



WHY JOIN US

Why choose Mill Hill School?

Mill Hill School stands out as a leading independent school, offering professional opportunities which are second to none. We balance ambition with support, and provide our staff with extensive space to extend their skills.

Situated on our magnificent 120-acre campus, our learning environment provides an beautiful setting for both staff and pupils. The School is underpinned by a strong sense of community, and levels of staff retention are very high. There are a number of reasons why people love working at Mill Hill, including;

- A culture of mutual support and collaboration across our staff team
- Dedicated, aspirational pupils, from a diverse range of backgrounds
- An unrivalled co-curricular offering
- A genuine commitment to ensuring a reasonable workload, with a focus on staff motivation and engagement
- Highly competitive salaries and overall compensation package

Why work for the Mill Hill Education Group?

- Join a growing collection of independent schools, based in London and surrounding areas
- Teach in a stimulating academic environment and be a part of numerous activities outside the classroom, fostering both learning and personal growth
- Share the passion and commitment to develop every pupil. Our friendly and supportive community plays a crucial role in this process
- Instil a lasting love for learning whilst balancing this with a readiness to embrace change, preparing pupils for life, both now and in the future
- Work alongside hard working, inspirational and enthusiastic team members across all our schools

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

Added benefits

We not only offer inspirational learning environments for pupils, but also great places to work for our staff. In addition to working in a beautiful setting we also provide a range of benefits:

Free onsite parking

Pension schemes with Life Assurance

Opportunities for continued professional development

Enhanced holiday entitlement

Optional and discounted private medical insurance

Lunch included

Discounted membership at our school gym and swimming pool sessions

Cycle to Work Scheme



HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: WEDNESDAY 18 FEBRUARY 2026.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, please click the button here to complete your Application Form.

APPLY



Mill Hill

INSTILLING VALUES INSPIRING MINDS



Mill Hill School
The Ridgeway
Mill Hill Village
London
NW7 1QS
millhill.org.uk

020 8959 1176

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