



CITY OF LONDON
SCHOOL FOR GIRLS

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Information Pack for the position of
Executive Assistant to the Head

The role

Job Title: Executive Assistant to the Head

Department: City of London School for Girls

Grade: Salary circa £57,000

Location: City of London School for Girls, Barbican EC2Y 8BB

Reporting to: The Head

About City of London School for Girls

City of London School for Girls is an independent day school for pupils aged 11–18, situated in the heart of the Barbican. We are proudly academic yet unstuffy, modern yet grounded in our history, and driven by a commitment to intellectual curiosity, equity and opportunity.

Since its foundation in 1894, City of London School for Girls has fostered a culture of brave scholarly enquiry and academic excellence in which our highly able students and teachers learn and thrive. The School is situated at the heart of the city, and takes advantage of the many museums, lecture programmes, and events in London.



Purpose of the role

The executive assistant plays a fundamental role in the management and operations of the School, providing the Head with comprehensive support so that she can undertake her role with maximum effectiveness and with her will set the tone for the Head's office and the School. The EA is responsible for acting as the first line of contact for the Head, her diary management, the maintenance of administrative systems, and for general secretarial and administrative duties, as well as providing reports for the Head and for the Governors on local and national issues pertaining to education and the independent school market. In the absence of the Head, the executive assistant will take a lead on priorities and advise the SMT on decisions that aid the smooth running of the School.

The executive assistant will research and procure information on wider educational issues, and will keep the Head up to date with policy developments and play a key role in inspection readiness preparation. Building strong relationships with key partners for independent schools nationally (The Independent Schools' Council, The Girls' Schools Association, The Headmasters' and Headmistresses Conference, our global partner schools), as well as local community and partnership organisations, not least local feeder Schools. The executive assistant will use initiative to suggest strategic alliances for the Head to explore.

The role has particular responsibility for the safer recruitment of all teaching staff, and the executive assistant, therefore, needs to provide briefings to the Head and the wider Senior Management Team regarding changes to Government regulations and Independent Schools Inspectorate (ISI) policy, using this information to ensure that the School is compliant in this, one of eight areas covered in an ISI inspection.

The incumbent of this position comes into contact with a wide range of adults and pupils and provides a warm welcome to visitors and other contacts whilst operating at the highest professional standards in support of the Head. The incumbent will foster a service-oriented, 'can-do' approach and a culture of support. He/she will be aligned with the Head's vision for the School and work very closely with her to help to deliver it. The incumbent will be calm and exercise good judgement in all situations.



Summary of responsibilities

Main duties and responsibilities

The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post.

- To lead the review, research and development of potential new courses or learning opportunities for staff in line with the School's Strategic Plan. To keep abreast of market intelligence and identify potential partnerships for the School. With the Head to forge/maintain strong relationships with community partners and stakeholders.
- To carry out competitor research and market analysis as required.
- To write and maintain comprehensive procedural and guidance documentation for the SMT on matters pertaining to educational development.
- With HR to assist with staff induction, development and recruitment as required.

Management of the Head's Office

- To organise and manage the efficient and effective provision of executive and administrative support in the office of the Head
- To research and keep abreast of changes in the sector. Ensure awareness of best practice in order to keep the Head and wider School community informed through liaison with ISI/HMC/GSA and other relevant associations.
- To work with the director of people & resource to manage the Head's budgets, including completing regular forecasting and management information reports.
- To analyse and review the budgets with the management accountant for medium to long term financing planning.
- To draft complex correspondence and reports on behalf of the Head and to proofread all correspondence to ensure they are of the highest possible standard at all times. This includes to all stakeholders, most importantly to the School's funders, parents and City of London Corporation.
- To lead on the collation and preparation of agenda, minutes and papers for Executive Team, Senior Management Team and Strategic Planning meetings.
- To work closely with the town clerks and director of people & resource/ director of operations & estates on the construction and delivery of key reports.



Summary of responsibilities (cont.)

- To be responsible for the Central Statutory Returns for the whole School: inspection returns and audit information. To liaise with Senior members of staff to ensure that all returns are submitted by the deadline.
- To liaise with staff representatives to assist with welfare and hospitality for staff: setting up and helping to host key events in the School.
- To host all guests and visitors to the Head's office, being a warm and hospitable presence at the beginning and end of meetings.
- To oversee and support the personal assistants in their office administration duties.
- To train the Personal Assistants and develop their understanding of CLSG and City of London systems, protocols, policies and strategies.

Other

- Actively seek to implement the City of London Corporation's Occupational Health and Safety and Wellbeing Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London Corporation's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- Undertake any other duties that may reasonably be requested appropriate to the grade.
- Comply with the City of London Corporation's Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action.

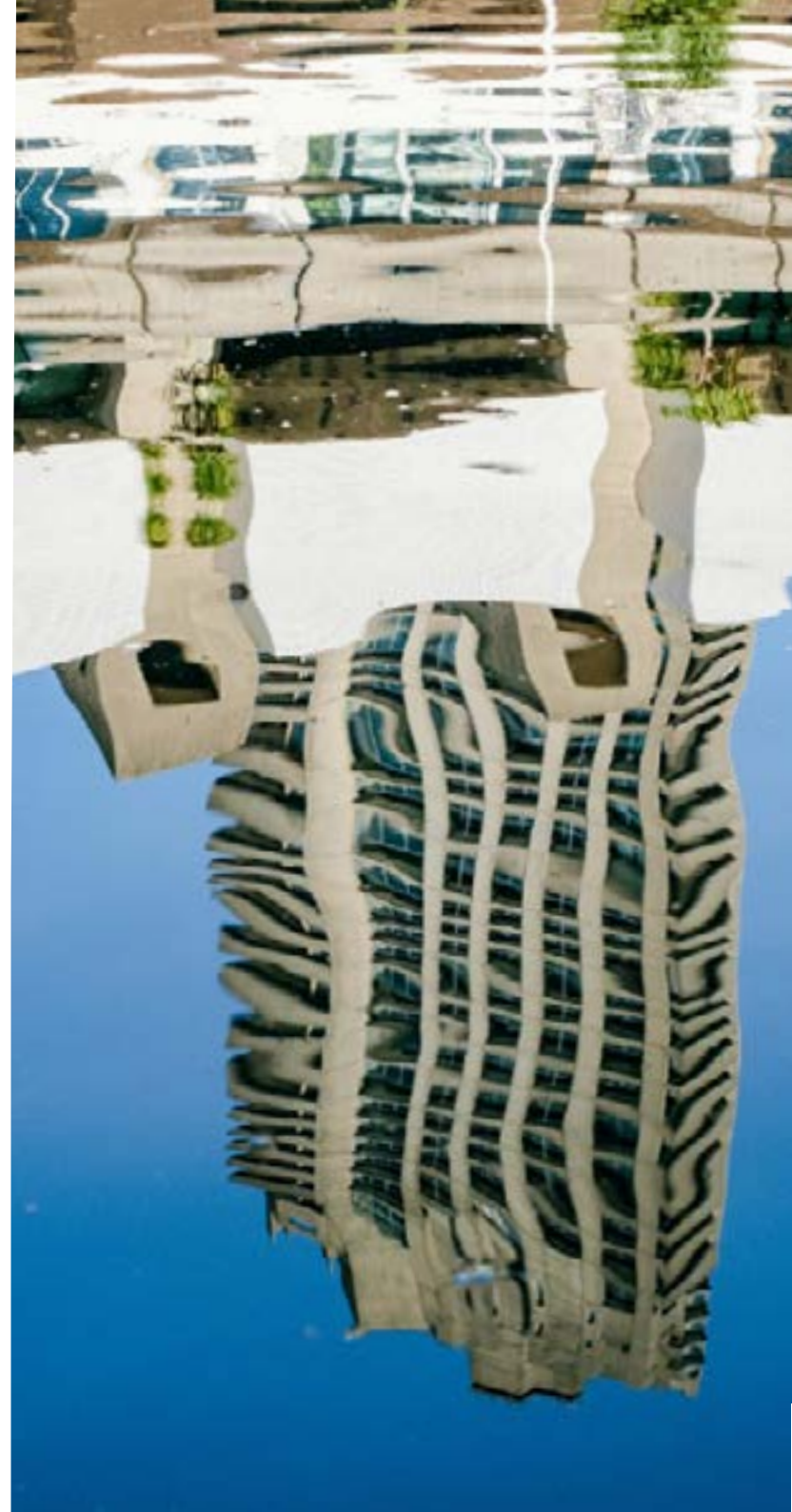


Person specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional qualifications / relevant education & training

- Approachable manner with outstanding interpersonal and communication skills to deal confidently with a wide range of stakeholders. (A,I)
- Ability to prioritise and work strategically with the Head, dealing with sensitive and confidential issues. (A,I)
- Ability to analyse information and write clearly, concisely, accurately and with warmth, possessing an exceptional level of accuracy and a keen eye for detail. (A,T)
- Confident and advance level user of a wide range of professional software, including Microsoft Office, Teams and video conferencing. (T)
- Particular ability to use Excel to produce and interpret numerical and statistical data. (A,T)
- Outstanding problem solving and time management skills, with the ability to use own initiative. (A,I)
- PA qualifications.(A)
- Graduate calibre. (A)
- Experience of organising high level events. (A,I)
- Experience in supporting executive management. (A)
- An understanding and appreciation of the work of a school as an organisation and potentially experience of working in such an organisation. (A,I)
- Perspective and a sense of humour (I)
- Extensive knowledge of Microsoft Office with excellent word processing skills to include MS Word, MS Excel, MS Outlook and MS Power point and other systems as appropriate with the ability to interpret and constructively use/produce information in spreadsheet/database format. (A,I,T)



Person specification (cont.)

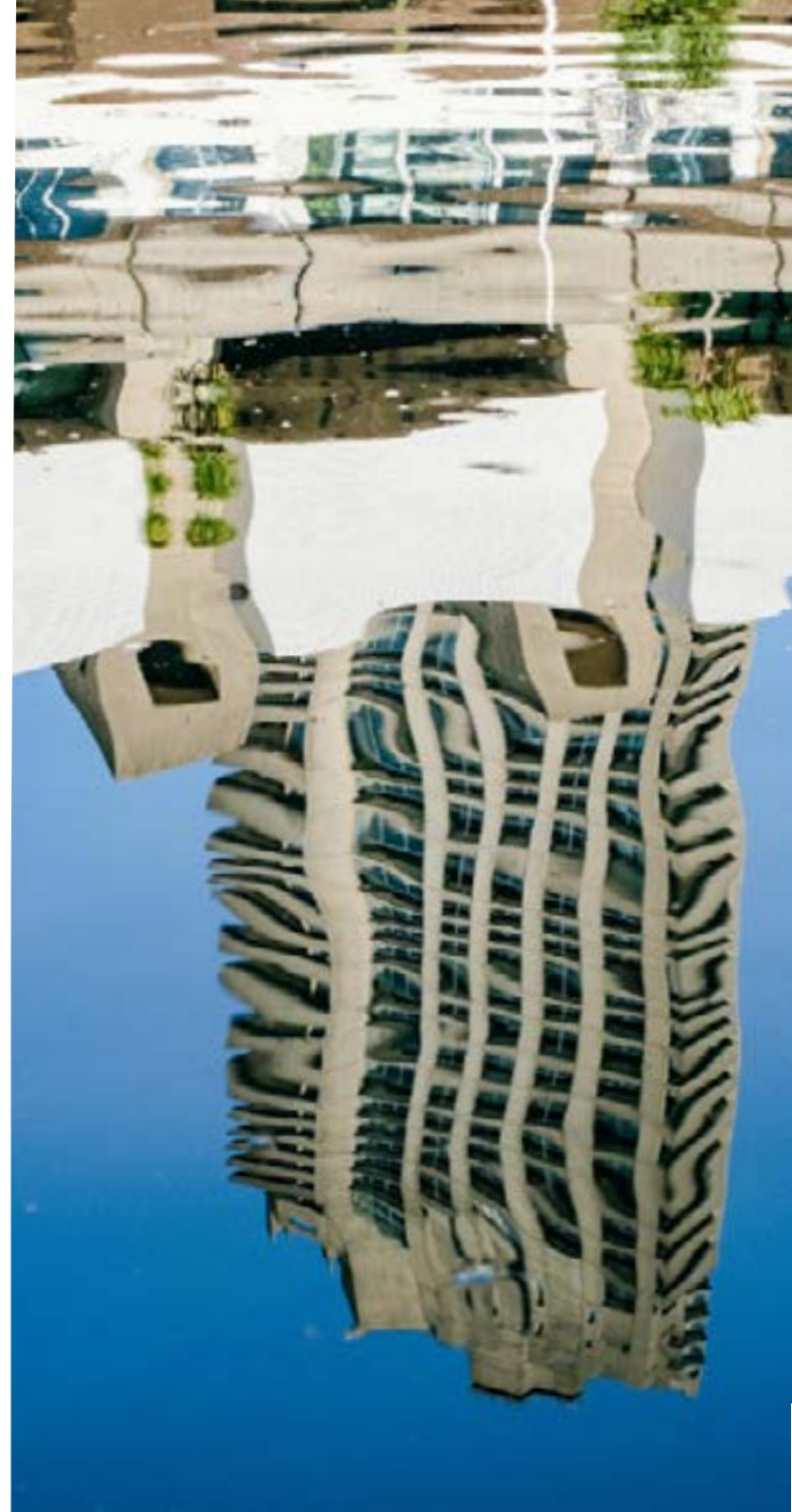
Experience required

- Significant experience of using a variety of databases, analysing data and producing reports and feedback. (A,I)
- An appreciation of a school, setting and in particular, City of London School for Girls and its tradition and history.(A, I)
- Experience of working with children and a demonstrable commitment to the safety and welfare of children (A, I)
- Previous experience of working in a School environment. (A)
- Flexibility to work occasionally early or late and at weekends as necessary. Time off in lieu/overtime would be taken during the school holidays in such circumstances. (I)

Note to applicants

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Staff development and benefits

Members of staff at the City of London School for Girls enjoy competitive salaries.

The school is thoroughly committed to supporting the professional development of staff and we believe that staff learning is as important as pupil learning at CLSG.

The school is part of the City of London Corporation along with City of London School, Freeman's School, and City Junior School.

Teaching staff have five dedicated INSET days for training each academic year. Within the City family of schools there are frequent opportunities for collaborative professional development in which the school has always taken a leading role.

Annual season ticket loans, cycle loans, shopping discounts and reductions on ticket prices at the Barbican are among the range of benefits available to all staff. The school offers free and confidential employee assistance helpline.



How to apply

The closing date for this role is 9am on **Friday 15 May 2026**. Please note that we reserve the right to appoint before this deadline and therefore encourage early submissions.

To apply, please submit an application form via CVMinder.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process applicants must be willing to undergo child protection screening appropriate to the post, including employment references, criminal conviction & professional checks.

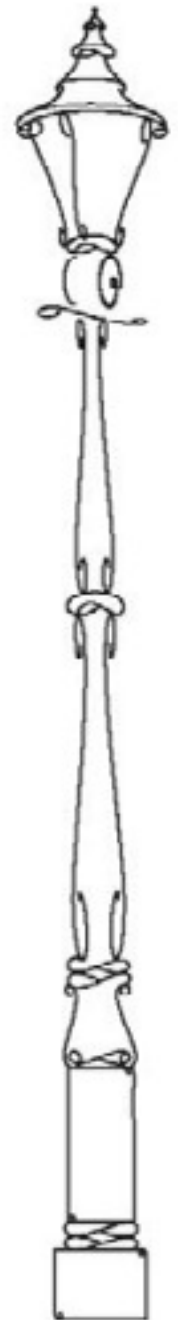
The City of London Corporation is currently undergoing a programme to ensure that our pay and reward practices are competitive and equitable across the whole organisation to ensure that everyone has the opportunity to thrive in the work that we do.

The City of London Corporation is committed to equal opportunities and welcomes applications from all sections of the community.

Important instructions for applicants

- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- You should declare any relationships you have to members or other employees of the City of London Corporation
- Shortlisted candidates will be required to declare all criminal offences, including those that are spent

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.



Conditions of service

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's child protection policy, [which is available here](#), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. [Our recruitment policy can be found here.](#)

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced disclosure and barring service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the disclosure and barring update service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If in the course of 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 s/he must report any concerns to the school's designated safeguarding lead (deputy head, pastoral) or to the headmistress.



Our school

City of London School for Girls is an independent day school for pupils aged 11-18 situated in the heart of the Barbican. Opened in 1894, the school provides an outstanding education for able students from all backgrounds, cultures and faiths. We capitalise on our location to attract students from all over Greater London and beyond, and give them access to every learning opportunity our capital has to offer.

Academic yet unstuffy, modern yet acutely aware of its history, diverse yet with a strong sense of identity, our school defies easy categorisation. This is best demonstrated by our unique geography, nestled between the brutalist Barbican and looming Roman walls. Ours is an intellectually edgy, unassuming and unpretentious environment, unshackled by tradition, and imbued with a relaxed excellence. This is a refreshing and modern place in which to work and learn.

Achieving academic excellence is an important part of life at City, but so too is the provision of a wealth of co-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is fundamental. Our school is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active partnership programme, to an international outlook and to educating students to be the leaders of tomorrow.

The school has about 800 pupils. There are c,200 girls in the sixth form. Entry is by competitive examination and interview at 11+ and 16+. The school has a strong academic tradition, and virtually all girls go on to higher education. Approximately 20 per cent of the girls in the senior school are on means-tested bursaries.



Our ethos

Being a pupil at CLSG means being part of the City of London and part of the great tradition of people arriving in the City, learning, and working together to forge better lives for themselves and for the world.

We reflect the City's pioneering energy in the liberal, scholarly education it offers and in our inclusivity. We encourage pupils' curiosity and courage, emphasise respect, collaboration and connectedness for communal and individual success. We seek to build readiness for the world that our location and ethos so distinctly delivers.

Our values of respect, responsibility and resourcefulness underpin our ethos.

Our vision

We inspire our pupils to **find their space to pioneer.**



Our strategic development plan will *ready* our pupils in five key areas:



[Our strategic development plan can be read in full on our website by clicking this link.](#)