



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

Executive Assistant



Welcome Message

Thank you for your interest in joining Queen Elizabeth's School, Gurugram. I am delighted you're exploring the possibility of becoming part of our extraordinary journey. At Queen Elizabeth's Global Schools, we are doing something truly special. We are building an ambitious and inclusive family of schools inspired by the values and heritage of our founding school Queen Elizabeth's School, Barnet—one of the UK's most academically distinguished institutions. But while our standards are world-class, our mission is deeply human: to nurture confident, able, and responsible young people, who are ready to shape the world with both intellect and integrity.

We are unapologetically aspirational for every child and every colleague. That means we expect the best, but we also give our best. As part of our team, you'll find yourself surrounded by high-performing, like-minded professionals who support, challenge, and inspire one another every day. You will be empowered to lead, to grow, and to make a genuine impact. We are proud of the diverse and inclusive communities we are cultivating across our schools, and safeguarding is central to all that we do. This is a place where every individual, regardless of background, is seen, heard, and valued.

If you believe in the power of education to transform lives, and if you are excited by the idea of helping shape something exceptional from the ground up, we warmly invite you to take the next step with us.



Caroline Pendleton-Nash
CEO, Queen Elizabeth's Global Schools



The School

At Queen Elizabeth's School, Gurugram, we proudly extend the distinguished legacy of Queen Elizabeth's School, Barnet—one of the United Kingdom's most celebrated academic institutions. Founded on centuries of tradition and intellectual rigour, our branch schools uphold an uncompromising commitment to academic excellence, character formation, and cultural enrichment.

Our vision is to cultivate dynamic, world-class learning environments where the next generation of confident, able, and responsible young people are shaped. We challenge our students to think independently, lead with purpose, and embrace a global perspective—all within a community that values tradition, discipline, and innovation.

By blending the timeless values of our founding school with the opportunities of a rapidly evolving world, we ignite curiosity, inspire ambition, and prepare our students to make meaningful contributions to society—as scholars, leaders, and changemakers.





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The Opportunity

The Executive Assistant will act as a trusted gatekeeper, liaison, and representative of the Principal's office, ensuring seamless daily operations, efficient diary management, and high-level coordination across departments.

This is a pivotal role requiring absolute confidentiality, initiative, polished communication, and a proactive approach to support the leadership in delivering exceptional educational experiences.

As a key member of the school team, you will play a pivotal role in aligning the school's vision with the overarching mission of Queen Elizabeth's Global Schools, upholding the values and legacy of our founding school, Queen Elizabeth's School, Barnet.

If you are a dynamic and forward-thinking leader who thrives in high-performance environments and is passionate about delivering exceptional education, we would be delighted to hear from you.

The Role

Job Title: **Executive Assistant**

Reporting to: **Principal**

Executive Support & Administration

- Manage the Principal's calendar, schedule appointments, prioritise tasks, and coordinate internal and external meetings with diplomacy and efficiency.
- Prepare agendas, attend meetings as needed, take accurate minutes, and ensure timely follow-up on action items.
- Organise and coordinate local and international travel, including flights, accommodation, visa processing, and itineraries.
- Draft, format, and proofread high-level correspondence, presentations, reports, and internal communications on behalf of the Principal.

Stakeholder Liaison & Communication

- Serve as the first point of contact for all communication to the Principal's office, maintaining professionalism and discretion.
- Liaise with school leadership, Board of Governors, regulatory authorities, parents, and external partners on behalf of the Principal.
- Manage sensitive and confidential information with integrity.

Project Coordination

- Support the Principal in the planning and execution of strategic initiatives, school development plans, and improvement projects.
- Track key project timelines, ensure alignment with leadership priorities, and escalate bottlenecks where necessary.
- Assist in preparing documentation and briefs for inspections, audits, reports, and board presentations.



Event Management & Protocol

- Coordinate key events involving the Principal, such as staff town halls, parent forums, leadership retreats, and school ceremonies.
- Liaise with internal departments and external vendors to ensure smooth execution, adhering to the premium standards of the school.
- Ensure protocol and decorum are maintained during high-profile visits or inspections.

Office Operations & Confidential Record-Keeping

- Maintain organised records, files, and documentation for the Principal's office, including student discipline, staff files, or legal correspondence as needed.
- Monitor and manage office supplies and requisitions related to the Executive Office.
- Ensure follow-through on delegated tasks across departments and support internal accountability.

The Person

Qualifications and Experience

- Bachelor's Degree in Business Administration, Communications, Education, or a related field.
- 5+ years of experience as an Executive Assistant to senior leadership, preferably in an educational or corporate setting.
- High level of proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and collaboration tools.

• Personal Qualities

- Exceptional written and verbal English communication skills.
- Highly organised and detail-oriented, with the ability to manage multiple priorities under pressure.
- Discreet, reliable, and professional with sound judgment and a calm demeanour.
- Strong interpersonal skills and emotional intelligence, with the ability to handle sensitive matters tactfully.
- Proactive, solutions-focused, and adaptable to changing circumstances.

The Package

We believe that outstanding educators deserve outstanding support. Our compensation and benefits package reflect our deep commitment to attracting and retaining exceptional colleagues who share our ambition and values. Subject to individual status, our package includes:

Salary We offer a generous salary aligned to our internal salary scale, which is based on qualifications and experience. This scale is reviewed annually by the Governing Body to ensure it remains competitive with leading international schools. The salary reflects our expectation that staff contribute fully to the co-curricular, pastoral, and house life of the school. A strong commitment to holistic education is at the heart of our professional culture.

Medical Insurance Comprehensive medical insurance is provided for the employee and dependents (where applicable).

Gratuity End-of-service gratuity provided in accordance with local Labour Law.

Professional Development A dedicated Professional Development Fund is available to support continuous growth through courses, certifications, or attendance at leading educational conferences.

Discretionary End-of-Contract Bonus A discretionary bonus may be awarded upon completion of the contract, in recognition of performance and contribution to school life.

Wellbeing & Staff Culture A calendar of staff wellbeing and enrichment activities, focused on balance and connection. A supportive, inclusive environment where all colleagues are valued, inspired, and empowered.





The Process

Applications should be submitted electronically via the TES platform. Please ensure that all required documents are uploaded as part of your application.

The recruitment process will include a panel interview with members of the leadership team of gurugram.

Candidates will be asked to present their vision for delivering outstanding support to the Principal.

Queen Elizabeth's Global Schools are an equal opportunities employer and is deeply committed to safeguarding our students, ensuring their safety and wellbeing. We expect all staff and members of our community to share this commitment and to promptly report any concerns about a student's or community member's safety or wellbeing. Applicants must be willing to undergo rigorous child protection screening, including checks with past employers and providing Police Clearance Certificates from all countries that the applicant has resided in.



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*Some images within this document have been generated using Artificial Intelligence (AI).

*Opening and operations are subject to building completion and final approval from the Government of Haryana Education Department and Cambridge International Education.