



THE MULBERRY HOUSE  
SCHOOL



Executive Assistant to the Headteacher- Candidate Information Pack 2025



## WELCOME

Thank you for your interest in The Mulberry House School. I am delighted that you are considering applying for the position of EA to the Headteacher and hope that this brochure will provide you with the information you require about the role and our school.

As one of the leading Nursery and Pre-Prep schools in North West London, we have a dedicated team of staff who look after approximately 223 pupils across 2 sites.

We are looking for an organised and proactive EA to the Headteacher to join our dynamic team.

You can find information on how to apply at the end of this application pack and we strongly advise that you visit the school so that you can see first hand, our exceptional environment.

With my very best wishes,

*Erika Billmore*

The Headteacher

*“We reach high to be the people we want to be, respect ourselves and others and enjoy each new challenge”*





## OVERVIEW

The Mulberry House School is a Nursery and Pre-Prep school in North London and was established to provide children between the ages of 2 and 7+ years with the highest standard of education and care.

At our school, we regard all children as special, different and as having individual needs. We work in partnership with parents to ensure that each child's first important experience of school will be a secure and happy one, and that school is a place where children come eagerly each day and depart with a sense of achievement and pleasure.

The school has two buildings less than 100 metres apart. The First School is for the children between the ages of 2 and 3 years. The Second School is for children between the ages of 3 and 7+ years. Both buildings have been designed to provide spacious indoor and outdoor environments.

We believe in a well-rounded education that nurtures the individual and offers an environment in which pupils learn without limits. Learning at The Mulberry House School is just as much about developing curiosity, resilience and a love of learning as it is about achieving academically.

We offer a broad and balanced curriculum in line with the Early Years Foundation Stage and the National Curriculum. We have the highest expectations of the children in our care. We strive to ensure that each child's full academic potential is realised while individuals' talents are encouraged and nurtured.

The Mulberry House School was inspected in March 2020 by the Independent Schools Inspectorate. Following on from our 'Excellent' rating in every category in 2017, the school has achieved the highest possible standard in the Regulatory Compliance Inspection and has 'met' every category.



## FACILITIES

The first school building is located in a converted Victorian House, a 'home from home' for our youngest children.

The Second School building is a purpose built building which has seen significant growth since 2016, with an additional floor and roof garden to further enhance the teaching and learning at the school.

As an inner London school we have excellent facilities on offer, with three playgrounds and a roof garden across the two sites, as well as access to a nature reserve for our Outdoor Learning provision.







### OUR ETHOS:

We teach children from two years old in a stimulating, creative and nurturing learning environment, equipping them with the skills to become independent, resilient learners. Our ethos produces confident, well rounded pupils who are successfully prepared for their next stage of schooling. We are a diverse and inclusive community in which every child can see themselves as a unique individual with numerous opportunities to thrive both personally and academically. We encourage healthy debate, critical thinking and empower our pupils to share their ideas and opinions, and find their voices to become who they want to be.

### OUR AIMS:

We aim to develop within each child a love of learning. We believe that children need to be active participants in their own education and view each child as an individual. We want to ignite their curiosity and encourage them to become independent thinkers and learners. Our curriculum is underpinned by high expectations of all children. As a result, as children move through the school, they are met with increasing challenge and motivation to learn. To support this, we offer a planned and challenging education that is designed to enhance each child's emotional, intellectual and physical development, while preparing them for entrance to their next stage of schooling. We strive to ensure that each child's full academic potential is realised while individual talents are encouraged and nurtured.



***“Born Curious, Live Curious, Stay Curious”***



## THE MULBERRY HOUSE WAY

- ◆ Being kind and helpful
- ◆ Being honest
- ◆ Being polite and well mannered
- ◆ Working as a team
- ◆ Listening to others
- ◆ Demonstrating a sporting spirit
- ◆ Treating others how you wish to be treated

## THE MULBERRY MINDSET

- ◆ Resilience (The Resilient Waterbear)
- ◆ Kindness (The Empathetic Elephant)
- ◆ Collaboration (The Participating Penguin)
- ◆ Reflection (The Meditative Macaque)
- ◆ Concentration & thinking skills (The Mindful Meerkat)



## ADMISSIONS AND LEAVERS' DESTINATIONS

There are 223 pupils on roll at The Mulberry House School. The majority of children join the school at 2 years old, the Monday after their second birthday.

Places are offered on a First Come, First Served basis and there is a high demand for places. Due to this, there can often be a waiting list for places so early registration is strongly advisable.

All parents interested in registering their child at the school will need to first attend an open evening.

When pupils' leave The Mulberry House School, either at 4+ or 7+, most move onto leading Prep schools across London.

As a school we believe in finding the right school for each child. We want children to leave us developing a love of learning and for this to be continued into the next stage of their education. We work in partnerships with our parents to ensure that each child reaches their full potential.

On the right, is a list of some of the Feeder Schools that our children move onto.

The children join our Leaver's Program which offers the children the opportunity to develop like-long skills for the future.

Throughout the summer term of our Prep III class. They participate in a range of events that have included, a tour of the Houses of Parliament, First Aid Training, Nutritionist workshop, Cambridge theatre workshop and performance for Matilda the Musical.

 HIGHGATE SCHOOL	 HABERDASHERS' GIRLS' SCHOOL	 CHANNING SCHOOL
 SOUTH HAMPSTEAD HIGH SCHOOL	 NORTH LONDON COLLEGIATE SCHOOL	 WESTMINSTER UNDER SCHOOL
 UCS	 HABERDASHERS' BOYS' SCHOOL	 ST PAUL'S SCHOOL
 ST CHRISTOPHER'S SCHOOL HAMPSTEAD	 WETHERBY PREP SCHOOL	 ST MARGARET'S SCHOOL





# THE ROLE

We are seeking a highly professional and well-organised Executive Assistant to support the Headteacher at our nurturing and high-achieving independent pre-prep school in West Hampstead, London. This is a key role that ensures the smooth and efficient running of the Headteacher's office and supports wider school operations through excellent administrative practice and proactive coordination.

The successful candidate will be responsible for managing the Headteacher's diary, preparing documents and agendas, handling confidential correspondence, and acting as a central point of contact for internal and external stakeholders. They will work closely with staff, parents, and governors, providing professional and discreet support across a range of administrative and organisational tasks.

This position requires someone with exceptional attention to detail, a calm and adaptable approach, and the ability to maintain high standards of communication and confidentiality. Strong IT skills, the ability to manage multiple priorities, and a proactive attitude are essential.

Joining our warm and dedicated school community, the Executive Assistant will play a vital role in helping deliver the Headteacher's vision and ensuring the school continues to provide an outstanding learning environment for our youngest pupils.

## DUTIES AND RESPONSIBILITIES

- Act as the first point of contact for the Headteacher, managing correspondence, diary appointments, and communications with utmost confidentiality and professionalism.
- Organise and prepare for meetings, including drafting agendas, taking accurate minutes, and ensuring follow-up actions are completed.
- Manage and maintain the Headteacher's calendar, prioritising tasks and appointments efficiently.
- Support with the planning and coordination of school events, inspections, parent meetings, and staff communications.
- Handle confidential documentation and maintain accurate and well-organised records.
- Liaise effectively with staff, parents, governors, and external stakeholders on behalf of the Headteacher.
- Monitor and manage email communications and respond where appropriate or redirect as necessary.
- Assist with administrative support for strategic school initiatives and projects.
- Uphold a high standard of presentation and professionalism in all interactions.



## KEY QUALITIES

- Proven experience in a similar Executive Assistant or senior administrative role.
- Proactive and self-motivated, able to work independently and take initiative.
- Organised and detail-oriented, capable of juggling multiple projects and deadlines.
- Excellent organisational and time management skills, with the ability to prioritise effectively and work under pressure.
- Outstanding written and verbal communication skills.
- A professional, polished, and approachable demeanour.

## PERSON SPECIFICATION

- Approachable with excellent interpersonal skills
- Ability to establish and develop positive relationships with the whole school community
- To be able to respect confidentiality at all times
- Flexibility and able to work on own initiative
- Familiar with independent school settings (desirable, but not essential).
- Well organised
- Ability to multitask and prioritise workload



## EDUCATION AND TRAINING

- Educated to Degree level (desirable)
- 2+ years relevant experience
- Excellent knowledge of Microsoft and Adobe packages.

## SALARY

- Full time: £33,500 - £37,000 per annum dependant on experience

## WORK PATTERN

- Full-time
- 08:00am - 17:00pm

## WE OFFER:

- Generous pension scheme
- 8 weeks paid holiday
- Your birthday off work
- Long service and referral bonus
- Opportunities to progress
- Training opportunities
- Free school lunches
- Perkbox which includes a wellness hub, a celebration hub, flexi points and lots of discounts.



## APPLICATION PROCESS

Interested candidates are invited to submit their Application Form and handwritten cover letter via;

Ben Courtney  
Recruitment Manager & HR Coordinator  
[Careers@mulberryhouseschool.com](mailto:Careers@mulberryhouseschool.com)

The amendments to the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. As this role involves working with children this post is exempt from Rehabilitation of Offenders Act (ROA) 1974.

The Mulberry House School is an equal opportunity employer. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any formal offer of appointment will be made subject to completion of an enhanced DBS check. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.