

# JOB DESCRIPTION

Executive Assistant to the Deputy Head Master



HARROW  
SCHOOL

DEPARTMENT	SMT Administration
REPORTS TO	Deputy Head Master
WORKING PATTERN	Term-time 45 (or 40) hours/week, 43 weeks per year fixed term contract to cover maternity leave
ISSUE/REVISION DATE	March 2026

## BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 teaching staff and over 500 non-teaching staff.

All members of staff work to a single, uniting purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

## THE ROLE

The responsibilities in this role are held under the Deputy Head Master, who is accountable for their fulfilment and for the consequently effective running of the School. The Executive Assistant to the Deputy Head Master will provide comprehensive senior level administration support to the Deputy Head Master and assist the Senior Management Team (SMT) with specific projects.

The Deputy Head Master has overall responsibility for running and monitoring the School and the relationships between its academic, pastoral and co-curricular aspects. The Deputy Head Master also deputises for the Head Master.

The role of Executive Assistant to the Deputy Head Master offers the opportunity for involvement at the heart of the School's business in a busy, challenging and continually changing environment.

The role requires first class judgement, a proactive approach, high levels of tact and empathy, discretion, initiative, personal organisation and flexibility, as well as an ability to prioritise and work to deadlines. The ability to maintain confidentiality is critical.

## KEY RESPONSIBILITIES AND DUTIES

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This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

### EA to the Deputy Head Master

- Acting as EA to the Deputy Head Master, pro-actively managing documents, correspondence, emails and telephone calls, taking action where possible and drafting responses;
- Pro-actively managing the Deputy Head Master's diary to provide an accurate and reliable schedule, ensuring that all appointments are managed and that all conflicts are resolved, alerting him / her to meetings and other appointments in a timely fashion; and
- Organising travel and associated bookings, correspondence and itineraries for the Deputy Head Master.

### Day-to-day administration of the School's Academic, Pastoral and Co-curricular operations

- Responsibility for the construction and maintenance of the Calendar, and for the preparation and publication of Academic Notices and notices related to exeats, half-terms and holidays;
- Responsibility for the preparation, printing and distribution of the Bill Book, ensuring the accuracy of the content and its presentation;
- Responsibility for managing and publishing Meetings & Deadlines; and
- Responsibility for preparing and publishing the dates of future terms, internally and externally.

### Policies and inspection

- Responsibility for the updating of the handbook for Masters, working as necessary with the Deputy Head Master, the Director of Pastoral Care and the Director of Studies;
- Responsibility for the curation of the School's academic, pastoral and operational policies subject to inspection by the Independent Schools' Inspectorate and for their maintenance in a state of permanent readiness;
- Drawing attention to any changes in regulation and external requirements which might affect the compliance of the School's policies with prevailing legislation;
- Drafting new and revised policies as necessary, when requested or required; and
- Responsibility for all technical and administrative aspects of ISI inspections, before, during and after the inspectors' visit, including the ongoing maintenance of the Self-Evaluation Form.

### Communications

- Acting formally as secretary for meetings of House Masters, Heads of Subject, IT Operations Committee, Games Committee, Guild Committee, Uniform Committee, Scholarship Board and Appointments Committee, including preparing agendas, taking minutes and working between meetings to take points for action forward;
- Responsibility for managing the content on Harrow Gateway relevant for Masters and boys, in collaboration with the Communications and IT departments;
- Supporting Communications in making content for parents available on My School Portal;
- Providing accurate and timely information to Communications for posting on the School's website and for publication through other media;
- Working with Communications to ensure that all internal documentation is presented in appropriately branded formats and in accordance with the Style Guide; and
- Liaising closely with other members of the SMT secretariat and maintaining regular contact with the Head Master's secretarial team to ensure a co-ordinated approach is adopted.

### External liaison

- Responsibility for collating and submitting the annual census returns for the Independent Schools Council and for the Department for Education, and for other external organisations as necessary.

### **Records management**

- Ensuring the accuracy of all records relating to scholarships and awards in the School, collaborating with Admissions and with the House Masters and supporting the Scholarship Board;
- Maintaining the central record of Masters' workload and all rotas for Masters;
- Taking minutes at the Deputy Head Master's disciplinary meetings with boys; and
- Preparing and processing correspondence internally and externally in relation to the School's disciplinary processes for boys.

### **SMT office manager**

- Responsibility for ensuring the smooth running of the SMT office, in collaboration with the members of the Senior Management Team;
- Liaising with the IT and Estates Helpdesks in relation to any issues affecting the SMT office;
- Ensuring that visitors to the SMT office are welcomed appropriately, always promoting a positive image of the School; and
- Covering for other secretarial staff in the SMT office, being mutually supportive and assuming duties during colleagues' absences and at times of additional pressure.

### **Events**

- Taking responsibility for the administrative elements in the process for the appointment of Monitors and members of The Philathletic Club and The Guild, and for all related communication within the School; and
- Supporting the Deputy Head Master in the organisation of Speech Day, Songs and all other whole-School events.

### **Other elements**

- Maintaining an up-to-date knowledge of School procedures, processes, current initiatives, projects and issues, particularly those relevant to the Deputy Head Master and the Senior Management Team, and making recommendations as appropriate;
- Supporting the SMT with the running of the School's complaints procedure and internal investigations;
- Ensuring that the Deputy Head Master is informed about developments in the School, as necessary; and
- Undertaking projects and other individual tasks as reasonably requested and required by the Deputy Head Master.

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 Safeguarding and Child Protection policies and procedures 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 his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

# PERSON SPECIFICATION

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Post-holders/candidates will be expected to demonstrate the following:

## QUALIFICATIONS, EDUCATION AND TRAINING

### ESSENTIAL

- A good general education

### DESIRABLE

- Education to degree level in any subject

## KNOWLEDGE AND EXPERIENCE

### ESSENTIAL

- Demonstrable experience in a role involving a significant level of administration

### DESIRABLE

- Experience of working in an educational setting

## SKILLS AND ABILITIES

### ESSENTIAL

- High level of proficiency in IT applications including Word, Excel, PowerPoint and Outlook
- Excellent organisational skills, with the ability to work as part of a team and on own initiative
- Excellent oral and written communications skills
- Professional telephone manner
- Ability to think and work quickly and calmly when under pressure
- Initiative and common sense
- Ability to work to tight deadlines and manage conflicting priorities
- Excellent time-management skills and the ability to prioritise workload
- Ability to deal confidently and professionally with a wide variety of individuals, including current and prospective parents as well as members of staff across all school departments

### DESIRABLE

- Familiarity with databases

## PERSONAL ATTRIBUTES

### ESSENTIAL

- Pleasant, outgoing personality with excellent interpersonal skills
- An empathetic and friendly approach to staff, prospective parents and applicants, and current pupils
- Highly motivated, pro-active and flexible
- Reliable and approachable
- Conscientious and able to remain calm in stressful and pressurised situations
- Takes pride and responsibility for work done
- An effective team player

# SCHOOL VALUES AND BEHAVIOURS

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All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

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## COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
- We are open to new ideas, and seek fresh challenges.

## HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

## HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

## FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.