

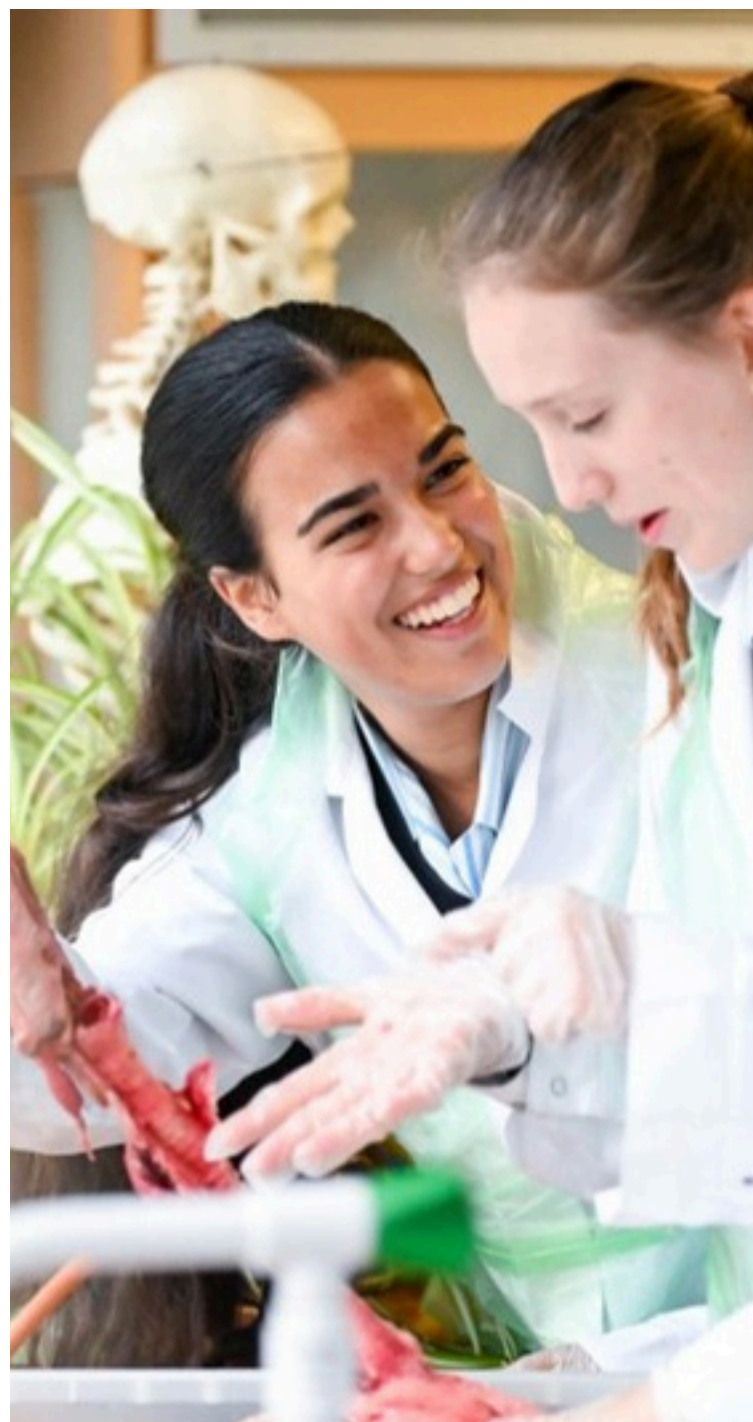


Executive Assistant to the Head

Hours: Full-time / term-time plus 3 weeks. Salary: £40,000 - £48,000 FTE / pro-rata for term time



We are seeking a highly organised, discreet, and proactive Executive Assistant to the Head. You will manage a complex diary, act as the first point of contact to the Head's Study, work as an integral part of the senior leadership team, oversee communications from the Head's office, streamline office processes, and lead on selected projects and events on behalf of the Head.



About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrates 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 820 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).



The Role

The Executive Assistant provides high-level administrative support to senior leadership, ensuring seamless operations and effective time management. This pivotal role involves managing complex calendars, coordinating meetings and travel, preparing reports and presentations, and acting as a trusted liaison between the executive and internal/external stakeholders. With exceptional organizational skills, discretion, and attention to detail, the Executive Assistant anticipates needs, prioritizes tasks, and enables the executive to focus on strategic priorities.

Key Responsibilities

- Diary, calendar, meeting and briefing management
- Communications management
- Project leadership & process improvement
- Meetings and events coordination
- External liaison
- Support to the admissions team
- Information, records, systems and GDPR management
- Team collaboration and support to business functions
- First point of contact for internal and external stakeholders
- Accurate minuting and follow up of actions
- Accurate filing and information management
- Preparation of communication, reports and presentations
- Budget tracking, reports and invoice administration
- Compilation of data to support decision-making

Person Specification

Essential

- Experience in senior administrative or EA roles
- Excellent customer service
- Exceptional organisational skills
- Excellent verbal and written communication
- High level of discretion
- Proactive problem-solver
- Advanced digital proficiency
- Effective teamwork and teambuilding skills
- Diplomacy and tact in challenging situations

Competencies

- Kindness and service mindset
- Effective communication skills
- Professional judgement
- Operational rigour
- Collaborative and inclusive mindset
- Leadership and initiative
- Digital fluency
- Resilience and adaptability
- Sound decision-making under pressure

Desirable

- Experience in education or similar settings
- Experience organising projects and events



Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Remuneration

The full time Equivalent Salary is between £40,000 and £48,000 depending on the the qualifications and experience of the candidate. It is envisaged that this post will be term time plus 3 weeks.

Other Benefits

Lunch is provided daily and all staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses. Other meals will be provided if staff are required to work during the evenings. Other meals such as breakfast and supper may be taken regularly for a very modest charge, payable in advance.

A fee concession is offered for the education of daughters of staff at St Catherine's, if a place is available and the girl passes the entrance examination. For part-time staff any fee concession is calculated on a pro rata basis.

Where applicable, non-teaching staff in the School are auto enrolled into the Stakeholder Pension Plan on recruitment. St Catherine's School will pay a varying percentage into the plan, dependent on the employee's contribution. Further details are available from the Business Centre.

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

The school offer a cycle to work salary sacrifice scheme, 25 days holiday per year (pro rata for part time staff) and free parking.





Applications

The application form should be returned to Nicky Johnston, the HR Administrator on jobapplications@stcatherines.info by 12 noon on Monday 12th January and should take the form of:

- a letter of application relating to the specific job description for the post
- the completed Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
December 2025



St Catherine's School BRAMLEY

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www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858