



THE
KINGSLEY
SCHOOL

Information for Applicants

Job Title: Executive Assistant and Operations Manager

To start: November 2026



A Message from the Head

Welcome to the Kingsley School. We are a co-educational school in the heart of Royal Leamington Spa, proud of our long history of providing a high quality, supportive and broad education, in addition to our more recent membership of the Warwick Schools Foundation. We are a caring and high achieving learning community, supporting all students to achieve their best in and out of the classroom.

However, there is so much more to a Kingsley education. We want our students to experience the excitement of discovering that they can achieve more than they thought possible; we encourage them to embrace new opportunities and challenge and support them in developing resilience and determination. We celebrate planting a tree at Forest School as warmly as top grades and a beautiful painting as enthusiastically as gaining a place at a prestigious university.

We are a warm and supportive community. If you were to ask a member of staff, student or parent what they love about Kingsley, I can guarantee that our spirit of community will play a major role in their response. We believe in respect, kindness and caring. Our students really are at the heart of all we do, and we go the extra mile to ensure that every child is seen, heard, and known, and has a strong sense of belonging.

The Kingsley School is a happy and thriving place with a unique identity and spirit. It's also a rewarding place to work with passionate and dedicated staff who share the same belief and vision that every child can flourish.

Thank you for your interest, and I look forward to meeting you.

Mr Peter Bucknall
Head of School



The School

A leading independent day school in Leamington Spa, the Kingsley School educates girls and boys aged 5 to 18. Founded by the determination of Rose Kingsley, daughter of Victorian author Charles Kingsley, the School began life in 1884 as Leamington High School before becoming The Kingsley School to celebrate Rose Kingsley's contribution to Leamington in 1949.

The Kingsley Way

The Kingsley Way is what makes us distinctive and special. It includes our four core values and our holistic approach to education consisting of four strategic educational pillars.

Our values

- We act with **kindness**
- We aim for **excellence**
- We create **opportunities**
- We build **community**

Our educational pillars

Academic Education

Inspiring excellence in all areas of learning, teaching, and student achievement

Academic Education offers exceptional learning opportunities with our 4D Curriculum in the Prep School and over 30 exciting subjects in the Senior School, personalised pathways, and research-based teaching and learning. This all leads to excellent academic outcomes, ensuring our students are well-qualified and well-equipped for the future.

Positive Education

Locating wellbeing at the heart of our school

Positive Education brings the science of positive psychology to our Kingsley community. It focuses on specific skills that support girls and boys to build positive emotions, grow resilience, strengthen relationships, optimise strengths, promote mindfulness, and encourage a healthy lifestyle – underpinned by world-class pastoral care.



Discovery Education

Facilitating experiential learning beyond the classroom

Discovery Education helps our boys and girls develop confidence in practical ways, promoting independence, compassion, leadership, and resilience. Our education extends far beyond the classroom door and our students are constantly exposed to new ideas, activities, and opportunities. As the only Round Square school in the region and as part of Warwick Schools Foundation, Kingsley girls and boys benefit from extensive opportunities for collaboration, creativity, and growth. Whether it's through our world-class music programme, Duke of Edinburgh, or Friday afternoon activities, students are constantly given the chance to discover new things to complement their classroom learning.

Future-focused Education

Cultivating the skills, knowledge, and confidence to create the future

Future-focused Education teaches the knowledge, skills and attitudes needed to thrive and make an impact on the world now and in the future. It moves away from the silos of knowledge and exam-based, standardised learning to an education that ensures our students are equipped with the skills and belief to change the world. Our own bespoke curriculum, together with the many opportunities we have being part of Warwick Schools Foundation, ensures our students have the skills and confidence to create their future and be a force for good in the world.

Underpinning our four strategic educational pillars is our commitment to coaching with empowering conversations that foster wellbeing, growth, and performance.

www.thekingsleyschool.co.uk

Warwick
Schools
Foundation



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and then either single-sex education from age 7 onwards at our Warwick campus or co-education at the Kingsley School. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



Why work at The Kingsley School?

Staff come from a variety of professional backgrounds, and all find their place at The Kingsley School.



Sarah-Kate

Operations & Data Administrator

"Working as part of such a fantastic team is incredibly rewarding. Supporting students through this important stage in their education and seeing them grow is something I really value. I also love the opportunity to collaborate with teams across the school and the wider Foundation. It is very rewarding to know that the passion we put into our work makes a real difference to the future of our students."



Helen

Registrar

"I love having the opportunity to welcome prospective families into our nurturing and supportive school community and help them discover what makes Kingsley so special. From day one, I've felt welcomed by our staff and the wider Kingsley community, and it's lovely to be part of such a warm and caring environment."



Tim

Minibus driver

"I really enjoy working at Kingsley. It's such a kind and gentle school, but beyond that, it's a place where I feel able to bring my personality to my role. I feel seen, heard and valued, and that makes Kingsley a really special place to work."



The Role

At the Kingsley School, everyone contributes to our positive and vibrant community – and we understand exactly how much every single member of staff brings to this. That's why, if you have the skills and experience as a Executive Assistant and Operations Manager and you want to work in an environment where everything you do helps to build the confidence and skills of our young people, we want to hear from you.

The successful candidate will be able to provide high-level executive support and operational leadership, ensuring the smooth, efficient and compliant running of the School.

Hours of Work:

40 hours per week working from 8am to 5pm Monday to Friday with a one hour unpaid lunch each day.

Weeks of Work:

All year round

Pay:

£ 39,154 per annum

Location:

The Kingsley School, Leamington Campus

Start Date:

November 2026

Reporting Lines:

The post holder will report to the Head of School.



Job Description

The Foundation considers this document a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Purpose of the Role

The Executive Assistant & Operations Manager provides high-level executive support and operational leadership, ensuring the smooth, efficient and compliant running of the School.

The postholder holds responsibility for Senior Leadership Team administration, academic data and reporting, operational systems, workforce administration and safeguarding support, enabling the School to operate effectively and to a consistently high standard.

Key Responsibilities

1. Executive and SLT Administrative Support

- Provide high-quality, confidential executive and administrative support to the Head of School and Senior Leadership Team
- Manage diaries, correspondence, meeting preparation and follow-up actions
- Prepare and quality assure reports, presentations and briefing materials
- Attend and minute key meetings, ensuring effective tracking of actions and decisions
- Act as a central coordination point for SLT activity and communication.

2. Academic Data, Reporting and Analysis (Lead Responsibility)

- Lead the management and integrity of the School’s academic data systems
- Produce and oversee key reporting outputs, including:
 - Internal Progress Reports (IPR) analysis
 - External examination data spreadsheets
 - Whole-school academic performance reporting
- Manage and coordinate CEM testing processes and associated data
- Ensure data is accurate, accessible and effectively presented to SLT, Governors and external stakeholders
- Develop reporting cycles and improve the use of data to support decision-making.



Job Description

3. Operations and School Systems

- Lead the day-to-day operational running of the School, ensuring efficiency and consistency across administrative functions
- Oversee whole-school systems, processes and workflows, ensuring they are effective, coordinated and continuously improved
- Support the delivery of the school calendar and operational priorities
- Ensure alignment between academic, co-curricular and operational activity.

4. Census Data and Statutory Returns

- Take responsibility for the preparation, accuracy and submission of census data and other statutory returns
- Ensure all regulatory reporting requirements are met in a timely and compliant manner
- Maintain the integrity and consistency of data used in statutory and external reporting
- Maintaining legal registers and compliance data as required by ISI/DfE.
- Oversee the attendance data as required for Deputy Head (Wellbeing and Pastoral).

5. HR Administration and Recruitment

- Lead and coordinate administrative processes relating to recruitment, including advertising, coordination and onboarding
- Support safer recruitment processes, ensuring compliance with statutory requirements
- Oversee systems for staff absence, ensuring accurate recording, monitoring and reporting
- Work in partnership with the Head of People to maintain efficient and compliant HR administrative processes.

6. Safeguarding and Compliance Support

- Ensure robust administrative systems are in place to support safeguarding processes and record keeping
- Maintain confidentiality and accuracy of safeguarding-related information
- Support the Headteacher and Designated Safeguarding Leads in ensuring compliance with safeguarding and data protection requirements.



Job Description

7. Events, Admissions and External Liaison

- Oversee the planning, coordination and delivery of key whole-school events, ensuring high standards of organisation and stakeholder experience
- Work closely with Admissions to support the effective delivery of the admissions cycle, including events and communications
- Act as a key liaison point for internal and external stakeholders, including prospective families, Governors, Foundation colleagues and external agencies
- Ensure communications relating to events and external engagement are accurate, timely and aligned with the School's priorities
- Support the Head of School and SLT in strengthening relationships with external partners and promoting the School.

8. Leadership of Administration

- Line manage and develop administrative staff, including the Operations & Data Administrator
- Allocate work effectively to ensure high standards and timely delivery across all functions
- Promote continuous improvement in administrative practice, systems and service delivery.

9. In addition

- To adhere to all policies and guidelines in the Employee Handbook.
- The Foundation considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.
- Undertake training, update or review sessions as required.
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required.



Job Description

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Health & Safety Manager.

Health and Safety

As an employee you are expected:

1. To take reasonable care of your own health and safety.
2. To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies.
4. Not to interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. To report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. To tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury).
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.



Further Details

The Employer is Warwick Schools Foundation.

Salary

The salary scale for this role is £39,154 per annum.

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Equality, Diversity, and Inclusion

Warwick Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

Appointment Method

Interview.

The Application Form

Candidates should complete the Application form and a Cover letter which addresses the competencies outlined in the job description and person specification.

Completed applications should be submitted to

hr@warwickschools.co.uk

If you would like to have an initial discussion about the post, please contact Gina McIlwraith – Executive Assistant and Operations Manager, on 01926 425127 or on **g.mcllwraith@kingsleyschool.co.uk**



Appointment Timetable

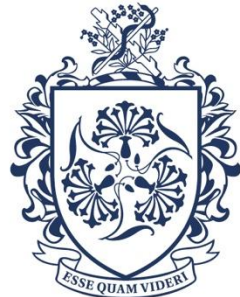
Deadline for submissions

Closing date: **9am on Monday 26 October 2026**

Interview date: **On Wednesday 28 October 2026**



Benefits for Staff



THE
KINGSLEY
SCHOOL



Staff Fee
remission at
The Kingsley
School



Lunch and
refreshments
provided during
the working
day



A virtual
GP and Physio
service



Access to a
wide range of
retail discounts



Salary sacrifice
schemes



A strong,
supportive staff
community



Employee
Assistance
Programme



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	Educated to a high level with good Maths and English, and evidence of continued professional development in a relevant field.	Degree level or equivalent experience.	- Contents of the Application Form - Copies of qualifications
Experience	- Significant experience providing executive-level administrative support - Experience leading or coordinating administrative and operational functions - Experience working with complex data, reporting or information systems	- Experience working with ICT database systems - Experience within an educational environment - Experience of managing or improving operational systems	- Contents of the Application Form - Interview - Professional references
Skills	- Excellent organisational and project management skills - Strong analytical and data-handling capability - High-level written communication and report preparation skills - Ability to manage competing priorities and deadlines effectively - Advanced IT skills, including Excel, Word, PowerPoint and data systems		- Contents of the Application Form - Interview - Professional references



	Essential	Desirable	Method of assessment
Personal competencies and qualities	• Highly professional, discreet and resilient • Strong judgement and attention to detail • Calm under pressure with a proactive, solutions-focused approach • Collaborative with the ability to build effective working relationships • Committed to high standards and continuous improvement • Ability to prioritise. • Creates a good rapport with staff, parents, and pupils. • Ability to organise self and work independently. • Ability to listen. • Ability to work in a team.		• Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies • A willingness to adhere to the school's policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		





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Beauchamp Hall
Beauchamp Avenue
Leamington Spa
Warwickshire
CV32 5RD
T: 01926 425127