

Executive Assistant to the Headteacher

Candidate Pack





HEADTEACHER'S WELCOME

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy, so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded over 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where *'staff overwhelmingly feel well cared for'* and behaviour is *'exemplary'*. [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body, and a stable, experienced and supportive school leadership team, which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2025 A level examinations, 66% of all A level grades were A*-A with 89% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 29% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2025 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 secure places at the universities, including an average of 15 students taking up offers at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective **state school of the year** many times over. Add awards from The Telegraph: **State Sixth Form of the Year** this September, The Sunday Times: **Comprehensive School of the Year for Academic Excellence 2026** and **Comprehensive School of the Year (Southeast) 2025 and 2026** and you start to see why our annual survey showed that 100% of staff are proud to be part of the school. Securing a place at Owen's has been described as *'winning the lottery'* in the Good School Guide and Ofsted judged us *'outstanding'* in all categories in December 2023, with no areas for improvement.

If you would like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you.

Hannah Dennis.



EXECUTIVE ASSISTANT TO THE HEADTEACHER

**Full Time, Permanent Position
Required as soon as possible**

Closing date: 9am, Monday 13 April 2026

Interview date: w/c Monday 20 April 2026

37 hours per week, term time plus 2 weeks holiday working (to include inset days)

Salary range: H9/28 - 31, pro-rata actual annual salary range £34,689 - £37,009
(based on FTE salary range £39,152 - £41,771)

Full time weeks per year would be considered for the right candidate

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

We are seeking an exceptional Executive Assistant to provide high-level, proactive support to the Headteacher at our large, outstanding and ambitious secondary school. This is far more than a purely administrative role; this is a pivotal post, at the heart of the school, requiring a highly organised, discreet and professional individual who thrives in a fast-paced environment. You will play a vital part in sustaining the strength and effectiveness of the school's leadership and contribute directly to the smooth running and continued success of the school by providing high-level support that enables leaders to focus on what matters most.



WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. Therefore, it is a place where you can focus your energies on developing effective teaching and learning strategies and grow as a practitioner. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum, as is cover, courtesy of a team of dedicated cover supervisors. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Teaching at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and teachers' careers. If you would like to work in a school where your passion for education can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.

Watch this [video](#) to hear what our students have to say about what a special place Dame Alice Owen's is for them.



JOB DESCRIPTION

Post Title: Executive Assistant to the Headteacher

Responsible to: Headteacher

Purpose of the Role

- Ensure the smooth and efficient operation of the Headteacher's office;
- Anticipate the needs, manage competing priorities and provide confidential administrative and organisational support to enable the Headteacher to focus on strategic leadership and the delivery of outstanding education;
- Act as a key liaison between the Headteacher and staff, governors, parents and external stakeholders, representing the school with professionalism at all times.

Executive Support

- Provide comprehensive executive support to the Headteacher, including complex diary management, correspondence and meeting coordination;
- Maintain a clear understanding of the Headteacher's priorities in order to manage time and workload effectively;
- Proactively identify upcoming deadlines, issues and events to ensure effective forward planning and preparation;
- Prepare high-quality reports, presentations, briefing papers and correspondence.

Communication and Liaison

- Act as the first point of contact for the Headteacher's office, managing communications with professionalism and discretion;
- Liaise confidently with staff, governors, parents and external stakeholders;
- Welcome and coordinate visitors on behalf of the Headteacher.

Meetings, Governance and Administration

- Coordinate senior leadership meetings and other key meetings involving the Headteacher, including agendas, papers, minute-taking and follow-up actions;
- Act as Governance Professional to the Governing Body and Members, ensuring compliance with governance requirements and supporting the effective administration of meetings;
- Maintain accurate records, filing systems and key documentation.

Events and Strategic Projects

- Provide logistical and administrative support for major school events and projects, including open events, governance visits and other strategic activities;
- Work closely with the Headteacher and senior leaders to ensure priorities and initiatives are delivered efficiently.

Information and Systems

- Maintain effective administrative systems, databases and contact lists;
- Manage confidential information with the highest levels of discretion and integrity;
- Maintain relevant sections of the school website relating to governance and the work of the Headteacher.

Corporate Responsibilities

- Undertake the role of Company Secretary, maintaining company records and statutory registers in line with relevant legislation;
- Support the school's safeguarding culture and comply with all safeguarding policies and procedures;
- Undertake any other reasonable duties as directed by the Headteacher.

PERSON SPECIFICATION

Education	Desirable/ Essential
Good level of literacy and numeracy	E
5 GCSEs or equivalent including grade C in English and Maths	D
Experience	
Experience in providing executive or senior level administrative support	E
Experience of working in a school or academic environment	D
Competence	
Exceptionally well organised with outstanding attention to detail	E
Proactive and able to anticipate needs and solve problems independently	E
Confident working in a fast-paced, high-demand environment	E
A strong communicator with excellent written and interpersonal skills	E
Highly professional, discreet and able to manage confidential information	E
Ability to build positive relationships with staff, governors, parents and external partners	E
Work accurately to deadlines	E
Demonstrable awareness relating to the welfare and protection of children	E
Be able to work under pressure, whilst continuing to prioritise and perform effectively	E
Knowledge of the education system	D
A positive attitude to personal development and training	E
Experience with Google Suite	D
Excellent knowledge of Microsoft packages including Word and Excel	E
Good knowledge of confidentiality issues and Data Protection legislation	D
Other	
A problem solver with a 'can do' attitude	E
Ability to work as a member of the team	E
Ability to multitask, prioritise, stay relaxed under pressure	E
A good sense of humour!	E

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page: <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Hannah Nemko, Headteacher via recruitment@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a senior position such as this. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

