

Executive Assistant to the Master

September 2026



Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school.

If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

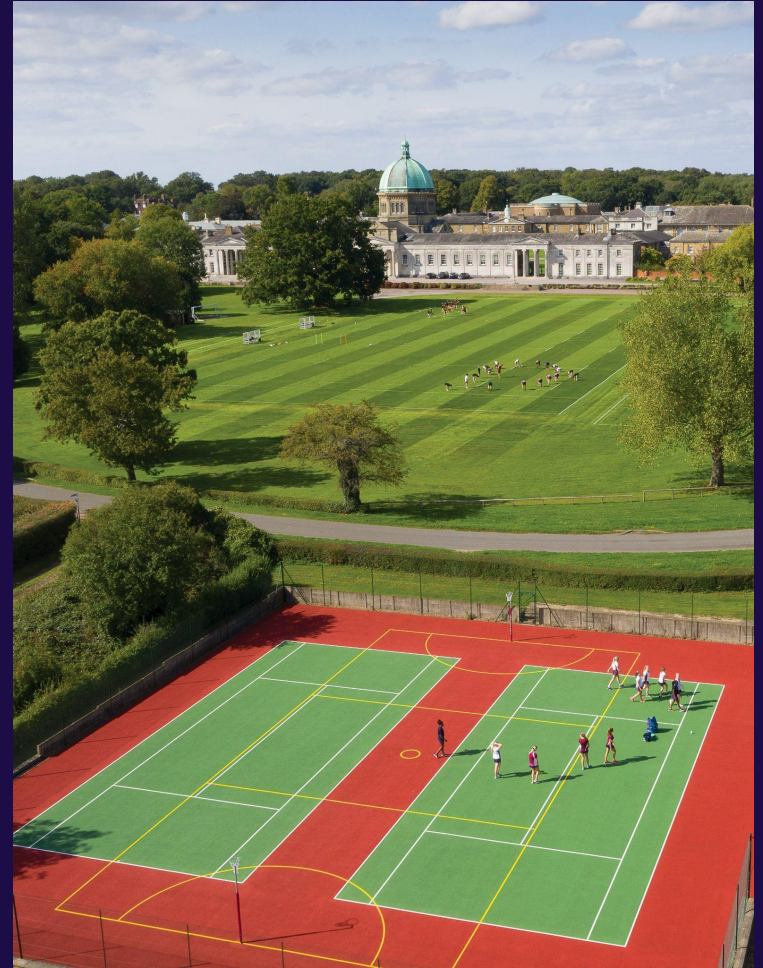
The role

The Executive Assistant to the Master is critical to the smooth, efficient and effective administration of the School. The post-holder will be expected to provide support of the highest standard. This is a role of central importance that requires the utmost discretion, reliability and trustworthiness.

The primary objective of the role is to provide first-class administrative support to the Master. In addition, the Master's EA leads a small team of reception/administrative staff, ensuring consistent outstanding customer service across the administrative function.

The successful candidate will approach challenges with a solution-oriented attitude and maintain a calm, assured and professional demeanour while under pressure. They will be collaborative in their approach and demonstrate a strong work ethic and proactive approach in all their dealings.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual Professional Development Review process.



Responsibilities

The key duties of the role are wide-ranging and include, but are not limited to:

- Assisting the Master with his day-to-day professional demands, providing appropriate administrative support as needed.
- Managing and organising the Master's electronic diary, controlling his daily schedule, occasionally making decisions in his absence and keeping him to the planned schedule.
- Responding to letters, emails and phone calls to the Master on his behalf.
- Drafting, typing and dispatching correspondence as needed
- Working with the Events team to coordinate events, and to support events as needed.
- Acting as an ambassador for the School and the Master in all matters.
- Leading a small team of reception staff and academic support staff, ensuring consistent and outstanding customer service across the function.
- Maintaining discrete and professional relationships with staff, parents, Governors and pupils.
- Arranging meetings, preparing agendas and drafting minutes as needed.
- Managing procedures and paperwork relating to pupil discipline.
- Assisting with teacher recruitment in collaboration with the HR Department.
- Managing and organising travel arrangements.
- Keeping the Master informed as needed about developments across the life of the School.

The post-holder will be expected to undertake appropriate training to ensure that skills remain up-to-date and are commensurate with the level of service required for this role. Occasional evening and weekend work may be required to support School events.

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.



Person specification

Qualifications

- Good general level of education (to A level or equivalent)

Knowledge, Skills and Experience

- Proven track record as an Executive Assistant with experience of office management in a customer services arena within a busy and sometime pressurised environment
- Experience of effective liaison with an array of internal and external stakeholders
- Knowledge of working with IT systems to create efficient work practices and effective administrative ways of working
- Considerable secretarial and word processing skills with clear working knowledge of Google and/ or Microsoft Office applications and use of databases.
- Ability to understand and operate within an educational or residential environment
- Have a flexible approach to working, be well organised, proactive, forward thinking and able to make appropriate decisions using own initiative
- Good literacy and numeracy skills
- Excellent communication and interpersonal skills at all levels, both written and oral.
- Proven tact and diplomacy in dealing with a range of people.

Personal Attributes

- Ability to communicate effectively with people at all levels in an organisation, ability to relate to young people
- Well organised with proven ability to prioritise, working to deadlines whilst under pressure
- Confident, self-motivated, conscientious and reliable, with the ability to prioritise workloads, working within a minimal amount of supervision
- Willingness to work flexibly when required, and the ability to adapt to the needs of the role
- Confidential with the absolute ability to manage sensitive issues and use discretion where necessary
- Motivated and enthusiastic team player with a positive disposition



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Electric Vehicle and Cycle to Work schemes.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com by **midday on Wednesday 1 July 2026**.

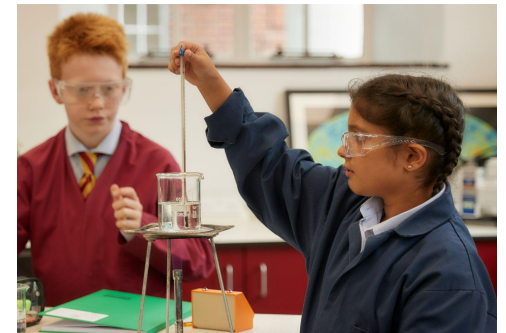
Further to shortlisting, interviews will be held on **Wednesday 8 July** and **Thursday 9 July 2026**.

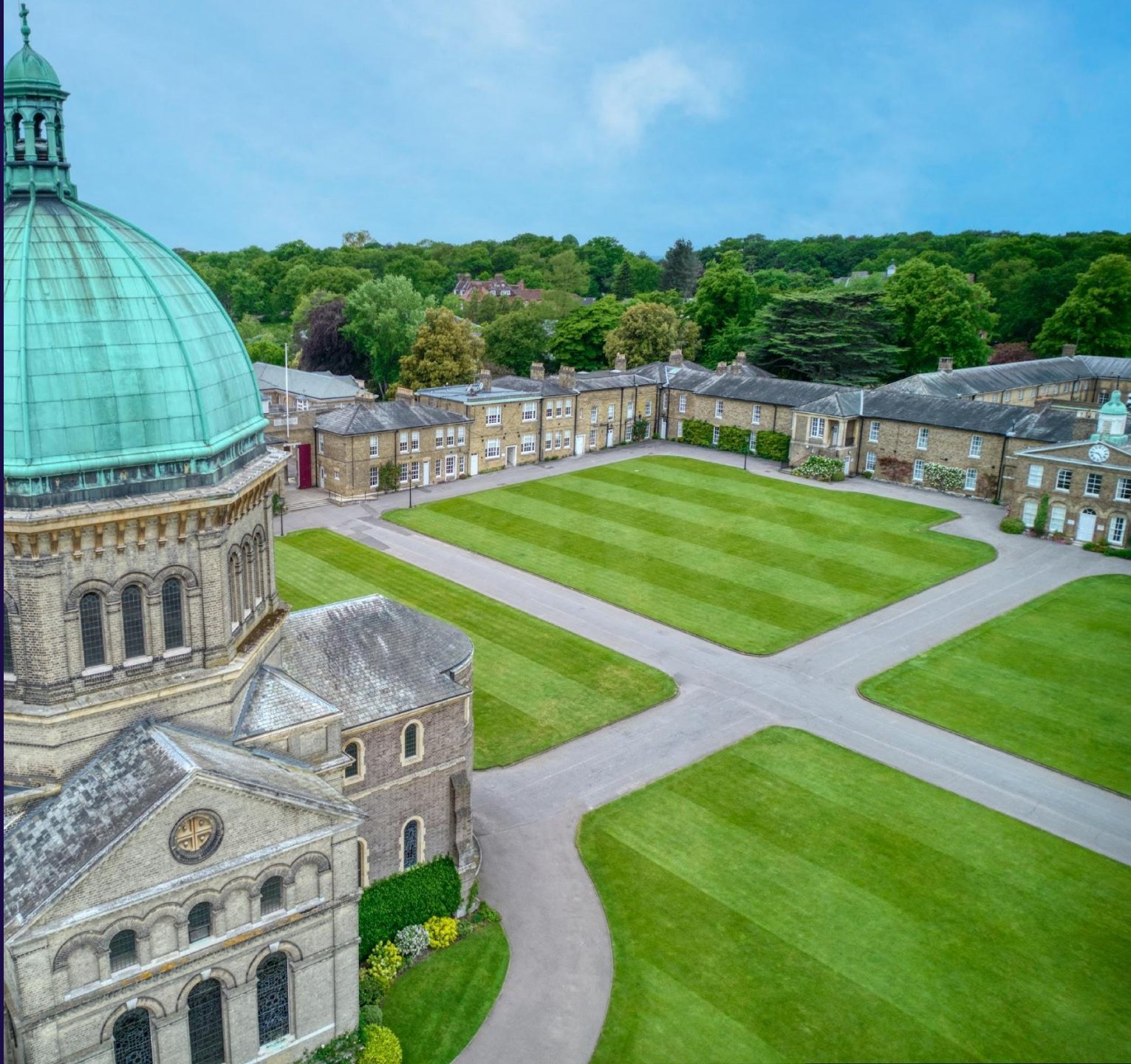
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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