

JOB TITLE: **EXECUTIVE ASSISTANT TO THE HEADMASTER**

REIGATE GRAMMAR SCHOOL INFORMATION FOR CANDIDATES

Role commences: **As soon as possible**





REIGATE GRAMMAR SCHOOL

Alderman Henry Smith founded Reigate Grammar School in 1675. For over 345 years, young people have been educated on the same site, in the heart of Reigate, a historic market town in the east of Surrey at the foothills of the North Downs in an area of outstanding natural beauty.

RGS is a leading HMC independent co-educational day school. It is a highly successful, happy and exciting school, which aims to provide a broad and balanced education to boys and girls that will prepare them for the modern world. The school song, *To Be a Pilgrim*, reminds our students that they are on a journey of noble purpose, to have an impact and to make the world a better place. We aim to educate the whole child and offer a broad range of experiences for all. We are an inclusive school and, built upon the vision of our founder, are committed to social mobility and the provision of bursaries through wider access and a supportive Reigatian community.

“Happy Kids Great Results” Good Schools Guide 2019

Reigate Grammar School caters for over 1050 students aged 11 to 18. Another 600 students are educated at Reigate St Mary's Preparatory and Choir School and Chinthurst School, RGS's junior and nursery schools – both recently shortlisted for UK Independent Prep School of the Year. RGS offers the very best academic education with equal prominence placed on the arts, sport and a rich extra-curricular programme. RGS has a distinctive educational philosophy and a strong ethos of pastoral care underpinning a well-rounded education. The House system has some clearly defined aims: for everyone to feel part of a team; to allow leadership to be nurtured; talent to shine; confidence to surge; teamwork to flourish; and competitive spirit to develop. In the school's academic culture of intellectual freedom, the structure of the curriculum means that students receive a strong grounding in core subjects but

can elect to pursue any area of interest. In the elective curriculum, one student may learn to trade stocks while another deepens their understanding of French literature. It is a challenging and balanced education, equipping students for the opportunities and demands of their future lives and allowing them to explore their personal passions.

The first line of the school's most recent ISI report asserts that 'the quality of the students' achievements and learning is exceptional': the first co-ed day school to achieve this rare accolade. RGS' approach to teaching and learning melds expert teaching knowledge with a modern, innovative approach to pedagogy with a judicious use of technology. Inspirational and personalised teaching and learning is at the centre of the vision and requires expert teachers. The school is one of a small number of world-class schools to have been a global pioneer in High Performance Learning, focusing on the development of global citizens, advanced performers and enterprising learners.

Outcomes at RGS are world-class, with 90% of GCSE entries graded at 9-7 in 2024. A Level results are equally impressive, with over 97% of entries graded A* to B. 95% of our A Level students went on to Oxbridge, Russell Group, and other top universities and medical schools. RGS has been included in the Tatler School Guide 2025 as one of the top schools in the UK and ranked in the Sunday Times Parent Power league tables as the best co-ed day school in the Southeast. In 2024, we won a Private Education Award for Most Nurturing School and are a finalist for Independent School of the Year for Contribution to Social Mobility, as well as a finalist in Muddy's Best School Awards for Best Learning Support and shortlisted for a Talk Education award for Innovation in Education.

Shaun Fenton, Headmaster, acknowledged as one of the outstanding educational leaders in this country, was elected Chairman of HMC in 2018-2019 and most recently awarded an OBE by Her Majesty the Queen for Services to Education.





JOB SUMMARY

As the Executive Assistant to the Headmaster, you will not only be at the centre of the strategic leadership of our family of RGS schools in the UK and internationally, but also at the heart of day-to-day operations, making sure everything runs smoothly. From coordinating schedules to managing projects and priorities, you will ensure the Headmaster's time is used effectively. This role requires exceptional organisational skills, the ability to anticipate what is needed before it is asked, and the discretion to handle confidential information with care. You will be a proactive problem-solver, offering both personal and professional support in a dynamic, fast-paced environment.

KEY RESPONSIBILITIES

- **Fitting it all in and keeping people happy:** Strategic calendar and diary management.
- **Ambassador and everyone's help desk:** The Headmaster's first line of contact and communication with all stakeholders.
- **Setting the Headmaster up to succeed:** Helping him to look good from briefings about visitors to cultural awareness, to researching context and finding out the small details to help fill in the big picture.
- **Coordination of complex projects and initiatives:** Spinning plates and moving things forward to manage and track high-level projects, ensuring that deadlines are met, resources are aligned, and all moving parts are seamlessly coordinated.
- **Finding the right words:** Wordsmith and copy writer. Planning and drafting communications, press releases, speeches, presentations and reports.
- **Making it happen – travel and event planning:** From trains, planes and automobiles to itineraries, events and meetings with critical scrutiny to improve plans.
- **Keeping the Headmaster connected:** Managing and nurturing personal and professional contacts and relationships.
- **Looking after the Headmaster:** Holistic wellbeing and thoughtful personal support from managing health appointments to balancing professional commitments with personal priorities.
- **Helping – personal and professional task management and support**

- **Mind reading – anticipating needs and being proactive:** Think ahead and resolve issues before they become problems.
- **Learning – commitment to your own and the Headmaster's professional development:** Especially related to digital transformation and educational expertise (ISI, regulatory etc).
- **Support for decision-making and briefings:** Becoming increasingly expert on governance, ISI and regulatory compliance to be able to prepare summaries and briefings on key issues.

SKILLS & ATTRIBUTES

- **Confidentiality, discretion and feedback:** With sensitive information and as the eyes and ears of the Headmaster in the school and wider community.
- **Making things happen:** You will need to be super organised, effortlessly juggling multiple priorities while ensuring nothing slips through the cracks.
- **Great with words:** Clear and thoughtful communication, with an eye for detail is key, whether you are writing for the Headmaster or handling verbal communication with stakeholders.
- **Always one step ahead:** A proactive mindset is essential, anticipating needs and thinking strategically.
- **Trustworthy:** You will handle sensitive information discreetly, being a reliable confidante and bold advisor.
- **Adaptable and independent:** A positive, can-do attitude, keeping calm in a fast-paced environment, flexible and easily shifting gears when necessary. Ability to work with flexible hours, and an ever-changing list of priorities, working with others and independently, in a fast-paced environment.
- **Experienced:** With previous proven experience in a senior support role or a solution focused, problem solving role. Experience with travel and event planning, alongside project management skills and technology proficiency.
- **A team player:** With strong interpersonal skills to manage relationships across all levels.
- **Part of the digital transformation:** A forward-looking approach and a proficiency in Microsoft Office Suite and other relevant software tools.
- **Dress code and attitude:** Smart professional business attire and a positive attitude



Key stake holders: Everyone, especially the Senior Leadership Team (SLT), parents, prospective families, governors, staff, students, alumni, community partners, national organisations, others in the RGS family of schools, family and friends.

Salary: Competitive

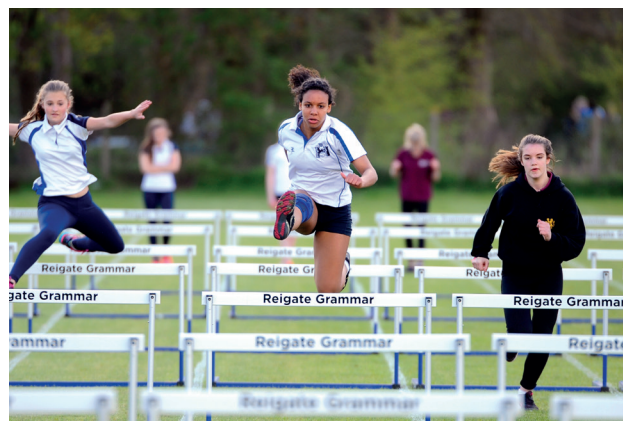
Line manager: Headmaster and Director of Administrative Services

For all aspects of the role, it will be crucial to be a people person, someone who is flexible with their role and their working hours – to make it happen. This will suit someone with significant experience of personal assistant work or of being in a proactive problem-solving role previously.

There is an expectation that all RGS staff members provide a modest contribution to the extracurricular programme, cover system or student supervision system through a club or activity, regular duty, supervision on trips or other activities and/or contribution to the invigilation and other areas of school life. This will evolve over time.



REIGATIANS:
A CARING COMMUNITY
WHERE CHILDREN CAN
BE THEIR BEST AND DO
THEIR BEST





FURTHER INFORMATION

TERMS AND CONDITIONS

- Non-teaching staff at Reigate Grammar School are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- This is a full-time, term-time plus a few weeks in the school holidays by arrangement.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge during term time.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a **Suitability to work with children: self-declaration form**. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils

by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive.

APPLICATIONS

Applicants are asked to complete the **Support Staff Application Form and Supplementary Form** (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **Tuesday 21 January 2025, 9.00am** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES Publications, the TES Online, Indeed or Fish4Jobs or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resource and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org | reigategrammar.org



SCHOOL LOCATION AND DIRECTIONS

The RGS campus is on its original 1675 site in the historic market town of Reigate within an area of outstanding natural beauty. Adjacent to junction 8 of the M25, the school is also easily accessible from central London by train.

The school benefits from excellent facilities, including:

- A new £8m Sixth Form and Learning Resource Centre at the heart of the campus
- Drama studios and Music school
- Swimming pool
- 32 acres of sports ground with two floodlit all-weather hockey pitches, rugby, cricket and football pitches

The school is currently within the planning phase for the construction and development of a state-of-the-art sports centre on the town centre campus.

DIRECTIONS:

By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill.

RGS postcode RH2 0QS
RSM postcode RH2 7RN

Chinthurst School is situated in Tadworth, just north of junction 8 of the M25 close to the A217

Postcode KT20 5QZ

By rail

The school is approximately ten minutes' walk from Reigate station which is well served by direct trains from London Victoria, East Croydon, Guildford and Dorking. Frequent connections to Redhill station (about one mile away) allow access to Crawley, Horsham and towns to the south along with Nutfield, Godstone and Tonbridge to the east.

WHAT3WORDS

Main Reception: cabin.fire.brave

