



Mill Hill
EDUCATION GROUP

Executive Assistant to the Court of Governors

Candidate Information Pack

Instilling values, inspiring minds

INTRODUCTION

This is a part-time role of approximately 32 hours / 4 days per week during term time and 8 hours per week during the school holidays (must be willing to work these hours flexibly to be responsive to emails and projects that may require different working patterns).

Working hours can be flexible subject to being available for all Governor meetings and fulfilling other school-based responsibilities

Closing date for applications: 9:00am on Tuesday 2 June 2026

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract Type

PERMANENT, PART TIME

Accountable to

COURT OF GOVERNORS

Salary

COMPETITIVE

Hours

BETWEEN 8AM – 5PM
WITH FLEXIBILITY. SOME
SATURDAYS DUE TO
COURT MEETINGS

Holiday

25 DAYS ANNUAL LEAVE,
PRO-RATED, WILL BE INCLUDED
IN SALARY (TO BE TAKEN IN THE
SCHOOL HOLIDAYS).

Location

THE POSITION IS BASED AT
WALKER HOUSE IN MILL HILL
BUT WILL INCLUDE VISITING
ALL SCHOOLS WITHIN THE
GROUP EACH TERM. SOME
REMOTE WORK MAY BE
AVAILABLE DURING BOTH
TERM TIME AND THE SCHOOL
HOLIDAYS.

Benefits

MEALS DURING WORKING HOURS WHEN WORKING AT
THE FOUNDATION

- LIFE ASSURANCE
 - PENSION - MATCHED AT 5%
 - PROFESSIONAL DEVELOPMENT AND TRAINING
-

Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All our schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.

The Foundation has one Governing Body, the Court of Governors (the Court), who have overall responsibility for all Foundation schools. The collective role of the Court of Governors is to hold ultimate control of and responsibility for the management of the Foundation including: ensuring the Foundation acts in accordance with its Articles and charitable objects; educating, safeguarding and promoting the wellbeing of pupils; ensuring compliance with the Independent School Standards, the National Minimum Standards for boarding schools, and the Early Years Foundation Stage requirements, as well as operating in compliance with Charity and Company Law.

Each school is led by its own Head who has responsibility for the admission of pupils and for the quality of teaching and learning, supported by a central management team that are responsible for the day-to-day oversight of the schools. The Foundation is led by a Chief Executive Officer who is responsible to the Court of Governors for the good management of the Foundation Schools and for providing clear direction to the Foundation as a group of schools.



Job Description

THE ROLE OF EXECUTIVE ASSISTANT TO THE COURT OF GOVERNORS

A leading and fast-growing education group is seeking an exceptional Executive Assistant to support its Board of Governors. This is a high-profile opportunity suited to an accomplished EA with experience operating at board and executive level within a corporate or similarly fast-paced environment.

The successful candidate will bring outstanding organizational skills, sound judgement, discretion, and the ability to manage multiple priorities with confidence and professionalism. Acting as a trusted adviser to the Chair and Governors, the Executive Assistant will play a central role in ensuring the smooth running of board operations, governance processes, strategic meetings and executive communications.

While experience within the education sector would be welcomed, it is not essential. The group is particularly interested in candidates from corporate, professional services, finance, legal, or other complex environments who are accustomed to supporting senior stakeholders at the highest level. Full training and support will be provided to develop a strong understanding of governance frameworks, and the vital role governance plays within the education sector.

This is an opportunity to join an ambitious and purpose-driven organization with a collaborative and supportive culture, where professionalism, integrity, and excellence are highly valued. This role offers the chance to make a meaningful contribution within a forward-thinking environment committed to continuous improvement and positive impact.

THE ROLE OF EXECUTIVE ASSISTANT TO THE COURT OF GOVERNORS.

The Exec. Assistant is employed by the Foundation. The position is part-time and salaried and involves a mixture of regular meetings (diarised well in advance), other meetings, telephone and email correspondence between Governors and the Schools together with the coordination and management of the business of the Court of Governors. Most Governor meetings take place on weekday afternoons or early evening; but up to five Governor meetings a year take place on a Saturday. It is important that the Exec. Assistant is able to be flexible in carrying out the duties.

The Exec. Assistant should play a keen role in the life of the Foundation and all its Schools, maintain a visible profile and build strong relations with the Chair, Vice Chair and the Foundation's central management team.

MEETINGS

- Agree, arrange and promulgate the dates of all meetings of the Court and its Committees and all other meetings including strategy and training days
- Prior to meetings, to liaise with the Chair, CEO and relevant Executives to agree the agenda and procedure for the meeting including a time plan for the meeting
- Ensure agendas contain standing items and actions from the last meetings
- Procure and distribute papers for Court and Committee meetings at least seven days in advance of the meeting
- Ensure that the meeting room is booked, AV, IT and catering requirements are arranged if necessary
- Collect questions submitted by Governors in advance of the meetings and pass these to the CEO or relevant Executive
- Attend and take the minutes of all Court and Committee meetings
- Ensure papers adhere to the guidelines set out in the Governors' manual
- Ensure meetings are quorate
- Ensure prompt circulation of draft minutes to the Chair prior to publication
- Minutes to be succinct - recording subject, key discussion points, resolutions and votes - but with enough detail to be understandable by those not at the meeting
- Liaise with the Director of Finance and Resources (DFR) over the production of the annual Trustees Report and Accounts

GOVERNANCE

- Manage and perform administration in relation to the Charity Commission and Companies House on a routine basis
- Carry out administration for the Court ensuring that the line between governance and management is understood by all and adhered to

- Liaise with the Governance Committee and administer the process for identifying, interviewing and appointing Governors (with reference to the desired mix of skills and the current skills audit) and notify vacancies to the proper appointing body and prepare the retirement of Governors by rotation or otherwise and ensure that an appropriate process exists for succession-planning
- When a new Governor has been identified, undertake the appropriate checks and induction process
- Ensure all Governors are aware of their statutory responsibilities, especially their responsibility for the safeguarding of all pupils at the Foundation
- Maintain full and appropriate records of all governance activity including Governors' declaration of interests and a skills matrix
- Overseeing occasional audits of governance (either internal or external), as instructed by the Chair or to ensure compliance with Charity Commission guidance or Code of Conduct
- Ensure the Foundation's policies (including those in the Governance manual) are reviewed, maintained and updated to ensure they remain relevant and are communicated as necessary
- Ensure that the risk register is reviewed by the Executive team and presented to the Court at each meeting
- Ensure the systems through which Executives report to Governors are fully robust and effective in helping Governors to fulfil their statutory responsibilities
- Arrange suitable training for Governors to ensure they remain up-to-date and maintain a training register
- Organise and make appropriate arrangements for the establishment of any panels of the Court that may from time to time be required to hear appeals or to deal with disciplinary matters, grievances and parental complaints (including the identification of independent members to join these panels where appropriate)
- Arrange and facilitate individual annual Governor reviews
- Ensure that members of the Court are suitably indemnified for their roles
- Research, share and offer advice on best practice in governance
- Arrange and oversee Governor school visits as required
- Act as the first point of contact for Governors on all matters
- Keep Governors up to date on any relevant matters in between meetings
- Ensure that the governance sections of the Group and individual school websites are kept up to date

- Ensure Executive and staff follow up on actions arising from meetings
- Plan and arrange staff presentations at Governor meetings e.g. safeguarding updates

GENERAL MANAGEMENT AND ADMINISTRATION

- Manage and coordinate the workflow between meetings, consolidating and arranging the circulation of agenda, papers and minutes of these meetings
- Maintain the Court's electronic file sharing service, record of meeting minutes and declarations of interest of the Court and Executive team
- Work closely with the DFR and Compliance Manager to ensure Foundation policies are reviewed and approved on a regular basis in accordance with the policy review schedule, legal compliance and order of business for the Court
- Draft letters of appointment and other correspondence on behalf of the Chair as appropriate
- Assist with the arrangements for occasional dinners and other social functions
- Process Governors travelling and training expenses for approval by the Director of Finance and Resources and subsequent consolidation into the Charity's accounts.
- Monitor the interface between link Governors and their respective areas of interest in support of the Foundation's Strategic Development Plan, ensuring there is good communication and understanding of developments between the Foundation leads and the Court
- Assist the Schools and subject area/functional area link Governors as necessary to ensure links with the schools are effective
- On the direction of the Chair, arrange routine appraisals of the CEO
- On the direction of the Chair, assist in the processes for the appointment of the CEO and other senior roles as required



COMPLIANCE

- Monitor due compliance of the Court with its delegated and statutory duties, including training in matters relating to safeguarding, ISI compliance, H&S regulations and legislative duties
- Monitor adherence to the Objects of the Charity and ensure compliance with the Foundation's Articles, Governance Manual and Scheme of Delegation, proposing amendments where required
- Complete the Charity Commission Annual Return on behalf of the Trust
- In consultation with DFR monitor and notify developments in company law and charity commission regulations relevant to the operation of the Schools

STRATEGY

- Ensure the Court regularly reviews the Foundation's strategy
- Ensure that implementation is monitored
- Planning strategy / away days as required

COMMUNICATIONS & LIAISON

- Act as the point of contact with the Executives, on behalf of the Court
- Act as a point of contact between the Court and the Association of Governing Bodies of Independent Schools (AGBIS)
- Act as the point of contact with the Charity Commissioners in relation to any application for a Scheme, Order or direction approved by the Court or its trading subsidiary, Mill Hill School Enterprises (MHSE)
- Responsible for communication with Governors between meetings
- Pass on to Governors any relevant information regarding the issues and concerns of the Executive, staff and pupils
- Administer the Governors' electronic filing system

LIFE GUARDIANS (ALUMNI)

- To support the Life Guardians Committee (as if it was a Committee of the Court). In up to seven meetings per year
- Where there are conflicts of interest the Exec. Assistant must step away from the other side and ensure support towards the Court

TRUSTS

- To provide support to the CIO (as if it was a Committee of the Court)

STAFF

- To arrange the annual listening meeting between Staff Representatives and Governors
- Act as the main point of contact for staff to contact the Chair or the Court of Governors

GENERAL

- To take part in such staff training as may be agreed
- To undertake such other appropriate duties as may, from time to time, be required
- Understand the Foundation's compliance with GDPR to enable sufficient advice to be given to the Governors
- Visit each school at least once a term to meet with the Head and staff and report back to the Court any areas of significance

WHISTLEBLOWING

The Court of Governors recognise the duty of the Exec. Assistant to raise a genuine concern if in his/her honest and reasonable belief the concern directly relates to issues of governance or the reputation of the Foundation. There will be no retribution or disciplinary sanction taken for raising such a matter if it is done in good faith.



Personal Specification

TECHNICAL SKILLS

The role of Exec. Assistant requires a capable and experienced individual with first class administrative and organisational skills. Whilst candidates are unlikely to be proficient in all areas, they will be required to demonstrate evidence that they have a significant number of the following skills and personal qualities and can draw on relevant experience:

ESSENTIAL

- Excellent interpersonal and communication skills to build strong relationships with all stakeholders within the Foundation including senior management, Governors, parents, teaching staff and support staff
- Highly motivated, proactive self-starter with flexibility, a good sense of humour and a willingness to take on ad hoc projects and pieces of work when necessary
- Strong general management and administrative skills gained in a complex organisation with multiple stakeholders
- Meticulous attention to detail coupled with first class organisational skills
- Credibility, integrity and stature, able to build trust and command respect
- Strong intellect backed by fluent and cogent written and oral communications skills
- Proven and effective business, administrative and organisation skills
- Able to perform well and remain professional whilst under pressure
- Strong ICT skills
- Strong ability in writing agendas and concise minutes
- Ability to read, understand and process large volumes of information
- Having owned vehicle and driving licence essential to travel between schools

DESIRABLE

- Chartered Secretary qualification
- An interest in the independent school sector along with charity law, governance, risk management and compliance
- Member of the Chartered Institute of Governance
- Charity knowledge, gained within a school or other non-profit making organisation



Why Join Us

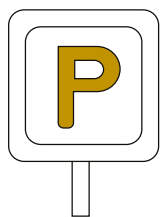
WHY WORK FOR THE MILL HILL EDUCATION GROUP?

- Join a growing collection of independent schools, based in London and surrounding areas
- Share the passion and commitment to develop every pupil. Our friendly and supportive community plays a crucial role in this process
- Work alongside hard working, inspirational and enthusiastic team members across all our schools

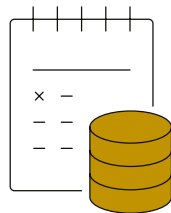
The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

ADDED BENEFITS

We not only offer inspirational learning environments for pupils but great places to work for our staff. In addition to working in our beautiful school settings, we also offer a range of benefits including:



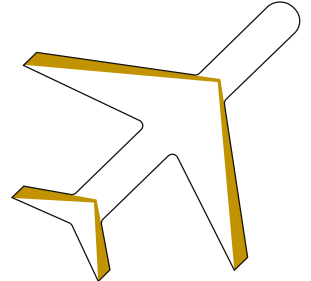
Free onsite parking



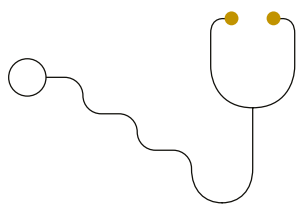
Pension schemes with Life Assurance



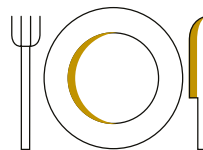
Opportunities for continued professional development



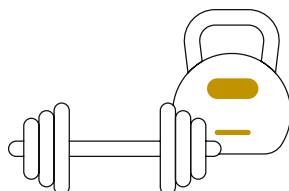
Enhanced holiday entitlement



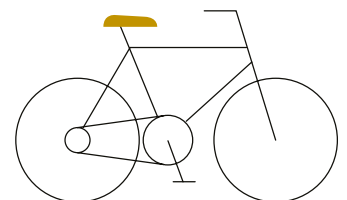
Optional and discounted private medical insurance



Lunch included



Discounted membership at our school gym and swimming pool sessions



Cycle to Work Scheme

How To Apply

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 2 June**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

Mill Hill Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



Instilling values,
inspiring minds.



The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.
Registered in England: number 3404450
Registered office: Walker House, Millers Close, The Ridgeway, Mill Hill, London NW7 1AQ
Registered charity number: 1064758.
