



RECRUITMENT INFORMATION PACK

PERSONAL ASSISTANT TO THE HEADMISTRESS

CLOSING DATE: SUNDAY 11 OCTOBER 2026

INTERVIEWS: FRIDAY 16 OCTOBER 2026



OUR SCHOOL



When our founding Headmistress opened the doors to Rowan in 1936 her aims were to instil in the girls a lifelong love of learning, develop a strong sense of self and to ensure that the friendships they made, endured as they grew and developed. Against the backdrop of a rapidly changing world, our methods have moved on but our vision and ethos at Rowan remain the same.

Rowan Preparatory School is a school with traditional values and a forward-thinking approach to education. We offer a broad and adventurous curriculum full of exciting opportunities. A vibrant, friendly and nurturing community, our girls are encouraged to be themselves. We value the achievements of each individual as they develop personal strengths and talents, and exceed expectations. The girls acquire life skills and knowledge that will prepare them for their time at one of a wide range of top senior schools and beyond.

As a member of United Learning, Rowan shares its objective of encouraging 'the best in everyone'. A personalised approach to learning and outstanding pastoral care in our happy environment, ensures that every girl develops a genuine love of learning. Rowan is a school where girls excel but, above all, it is a school where girls are happy.

Rowan Brae (for girls aged 2-7) is on the site on which the school was originally founded in 1936 and Rowan Hill (for girls aged 7-11) is a short walk away. Both school sites are substantial properties that have been sympathetically extended to provide additional accommodation as the school has grown.

Rowan Brae provides purpose-built facilities for our Early Years pupils, with dedicated outdoor learning areas providing a wide range of play-based educational equipment. There is also a playground with a stage area and climbing frame, along with our much-loved Glen, a multi-sensory area including sand pit, willow den, story circle and a grassed mound. A large general-purpose hall is used for a wide variety of group activities including gymnastics, drama, assemblies and lunch. This is supplemented by a specialist room for music and a library.

Rowan Hill houses Years 3 to 6, and is enhanced by specialist, modern, well-appointed rooms for science, computing and music in addition to a library. We have a light and airy art studio and our impressive Engineering & Technology Suite is equipped with 3D printers, laser cutters and a range of tools and equipment to inspire our engineers of the future. The large general-purpose hall buzzes with activities from assemblies to gymnastics, lunch to orchestra and many more. Outside is the legendary Spinney; a wooded and grassed area that fuels imaginative play. We also have a light and airy Garden Room, an outdoor classroom used for a variety of extra-curricular activities and to promote eco-awareness across the curriculum.

Rowan benefits from the exceptional and extensive sports provision situated a short distance from the school. Facilities include netball courts, tennis courts, AstroTurf pitches, traditional grassed pitches, athletics tracks and an indoor pool.

AIMS AND ETHOS



With a solid foundation of family and community and an innovative curriculum, Rowan Preparatory School provides a nurturing and inspiring learning environment that encourages girls to have a strong sense of self, a life-long love of learning and confidence in themselves to reach for the stars. We prepare our girls to face the future as educated, caring, and confident people, able to make a valuable contribution to society.

Our Aims	Our Ethos
Rowan Preparatory school aims to create a happy, friendly and purposeful environment.	Our Star Qualities reflect the school ethos and are embedded in all that we do. Qualities such as resilience, empathy, perseverance and creativity are at the core of Rowan life.
We encourage all pupils to develop their full potential, strive for excellence and celebrate their achievements.	Pupils at Rowan feel physically and emotionally secure within a safe, considerate and caring community.
We help pupils to gain an appreciation of their own and other cultures and become responsible citizens in the wider world.	We endeavour to stimulate pupils' curiosity, enthusiasm and imagination, promoting independent and enquiring minds through questioning and thoughtful discussion.
The School embraces the whole Rowan family: pupils, parents, guardians, staff and governors in it's aims and ethos.	We nurture the positive attitudes, values and beliefs necessary to challenge and extend pupils.



Job Title: Personal Assistant to the Headmistress

Responsible to: Headmistress

Contract: Permanent, full-time (52 weeks)

Hours: 37.5 hours (8.30am–5.00pm during term time; 9.00am–4.00pm during holidays)

Salary: £35,000–£37,000

Start Date: As soon as possible

Job Purpose:

The Personal Assistant to the Headmistress is responsible for all administrative duties, communication, and operational duties within the Headmistress' Office. The role is primarily to ensure the smooth running and efficiency of the Headmistress' office, and manage the day-to-day priorities, appointments, and tasks as effectively as possible.

Main Responsibilities:

- Manage the Headmistress's calendar proactively and efficiently, including arranging and coordinating meetings and booking travel and accommodation for conferences as required, processing relevant expenses;
- Ensure the Headmistress is fully briefed for all meetings and events, providing relevant information and supporting documentation as required;
- Monitor and follow up on actions assigned by and to the Headmistress, ensuring deadlines and commitments are met;
- Draft and manage correspondence on behalf of the Headmistress for a range of audiences, ensuring enquiries and requests are handled promptly and professionally, including parents, staff, Class Representatives, Friends of Rowan, Local Governing Body and United Learning Trust;
- Lead the planning and coordination of ISI inspections and annual mock-inspections, acting as the key liaison with United Learning and ISI inspectors, providing high-level administrative and operational support to the Headmistress;
- Coordinate cards, gifts and tokens of appreciation for staff, recognising key personal and professional milestones and contributions to school activities;

- Establish and maintain effective relationships with key contacts at local schools, including Executive Assistants and Personal Assistants within the United Learning group, and Admissions and Senior Leadership colleagues at feeder and destination schools;
- Manage and coordinate the Senior School Admissions Process and Early Application Pathway, working closely with the Headmistress and Year 5 & 6 Phase Leader to liaise with senior school Admissions teams and maintain accurate records of applications, offers and destinations;
- Work with the Deputy Head and Phase Leaders to update the Parent Pupil Handbook and Phase Information Booklets each year;
- Ensure that the core office administration required during school holidays is carried out when staffing is at reduced levels, including monitoring the School Office inbox;
- Perform other duties as may, from time-to-time, be assigned, including, but not limited to ad hoc administrative and first aid duties within the School Office;
- Work in partnership with the Business Manager and HR Administrator to coordinate the administration, circulation and monitoring of mandatory safeguarding training, including the United Learning Annual Safeguarding Renewal process, ensuring compliance with Trust requirements and current safeguarding and child protection legislation;
- Contribute to the successful delivery of school events throughout the academic year, providing administrative, operational and event support as required, including at evening and weekend events;
- For a suitably experienced candidate, take on line management responsibility for the administrative support team, including performance development, objective setting and fostering a collaborative, high-performing working environment.

It is the nature of the work of Rowan Preparatory School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks which are not specifically covered in the job description.

Person Specification

Essential Knowledge and Skills

- Excellent organisational and time management skills, with the ability to manage competing priorities and deadlines;
- Excellent written and verbal communication skills, with strong attention to detail and proofreading skills.
- Strong interpersonal skills, with the ability to build effective relationships with parents, pupils, staff and external stakeholders;
- Discretion, diplomacy and sound judgement when handling confidential or sensitive matters;
- A proactive and solution-focused approach, with the ability to anticipate needs and work independently;
- Strong administrative, data management and event coordination skills;
- Confidence using digital systems, databases and communication platforms, ideally including MySchoolPortal, iSAMS and SchoolPost;
- Ability to remain calm, flexible and professional in a busy and changing environment;
- Experience of working in a school and knowledge of the local independent schools market would be an advantage.

Personal Attributes

- Professional, approachable and personable;
- Positive, collaborative and supportive, with a willingness to contribute to the wider life of the school;
- Reliable, trustworthy and committed to maintaining confidentiality;
- Adaptable, proactive and committed to delivering a high standard of service;
- A strong ambassador for the school, its values and ethos.

Qualifications

- Minimum education to A-Level, or equivalent relevant qualifications/experience
- GCSE Grade C or above in English or Maths



WORKING AT ROWAN & HOW TO APPLY

Rowan Preparatory School has been an integral part of the Claygate and Esher community for 90 years, educating local families that continue to return to the school for each generation. Our school motto “Here We Work Happily” applies not only to our girls, but to our staff as well. We understand that our staff are our greatest asset; everyone is supported to reach their full potential and we welcome applicants from across many industry sectors and trades.

At Rowan, we are able to offer competitive salaries, high quality and continuous professional development (CPD) and a generous employee benefits package including:

Extensive CPD opportunities for career development and progression

Apprenticeship positions across many of our support staff roles

Free lunch and refreshments during term-time

- Access to the Health Cash Plan following 6 months service including 24/7 access to an online GP.
- Salary sacrifice schemes such as Cycle to Work, Gymflex and car leasing.
- Free will writing service
- Life assurance
- Employee Assistance Programme offering confidential counselling and a 24/7 support helpline
- A discount on fees for salaried staff with children who attend any of the schools within the United Learning
- Local high street discounts

How to apply

Please read the job information pack and the school's Recruitment and Selection, Safeguarding and Equality Guidelines policies carefully. United Learning is committed to diversity and inclusion and welcomes applications from candidates of all backgrounds. Appointments are made on merit. Please complete all sections of the online application form fully, as this information will form part of the selection process. We reserve the right to interview before the closing date. For enquiries, please contact recruitment@rowanprepschool.co.uk. Please note that CVs cannot be accepted by email or post.

Safeguarding Children

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow the school's Child Protection procedures. All appointments are subject to safer recruitment checks, including an Enhanced Disclosure and Barring Service (DBS) check. Shortlisted candidates will also be subject to an online search as part of the due diligence process.

Confidentiality

The employee will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation. Due to the nature and responsibilities of this role, it is not considered suitable for a current parent of the school.