



PENNTHORPE
NURSERY PRE-PREP PREP

Hurst

Appointment of **Executive Assistant**
Candidate information



Executive Assistant to the Head of School, Events and Extended Day Coordinator

Job Title:	Executive Assistant to the Head of School; Events & Logistics Coordinator; and Extended Day Coordinator
Responsible To:	The Head
Salary:	£30,000–£35,000 p.a., dependent on experience
Working Hours:	8:00am – 5:30pm Monday to Friday Term time only, plus working 25 days during the school holidays. Attendance at evening and weekend events as directed by the Head.
Start date:	November 2026/January 2027

Role overview

Purpose of the role

To provide proactive, professional and confidential support to the Head of School, ensuring the effective operation of the Head's Office, while coordinating the school's events programme, calendar management, recruitment administration and Extended Day provision.

The postholder will play a key role in supporting the smooth day-to-day running of the school through excellent organisation, communication and stakeholder engagement.

Benefits

- Membership of the School's contributory pension scheme.
- Free dining and refreshment facilities during term time.
- Extensive professional development programmes, together with career opportunities across the Hurst Family of Schools.
- Employee Assistance Programme.
- Free on-site parking.



Welcome

We are delighted that you are considering joining Pennthorpe and becoming part of the community that makes our school such a special place to learn, work, and grow. At Pennthorpe, we believe childhood should be cherished and education inspiring.

Our aim is to give every child a joyful, ambitious, and nurturing journey—one that builds confidence, curiosity, kindness, and resilience. We want pupils to leave us not only with strong academic foundations, but with the character and compassion to thrive in an ever-changing world.

Excellence here is defined by more than outcomes; it lives in the warmth of relationships, the vibrancy of classrooms, and the genuine care shown for others. Our staff bring

energy, expertise, and a deep commitment to ensuring every child is known, valued, and inspired.

To join our team is to embrace school life wholeheartedly. We look for colleagues who bring enthusiasm, warmth, and a sense of fun, and who understand the privilege of helping children flourish. Pennthorpe is a place where everybody is somebody, and where teamwork, high expectations, and genuine care sit at the heart of school life. I am immensely proud of our school and the people who make it such a rewarding place to work.

Thank you for considering Pennthorpe. We appreciate the time invested in your application, and each one will be reviewed with care. I look forward to hearing from you.

Mr Jon Marler,
Head of School



About Pennthorpe

Pennthorpe is a thriving, happy, and purposeful school where children are at the heart of everything we do. It is a special community shaped by wonderful pupils, dedicated staff, and supportive families. We believe childhood should be joyful, nurturing, and full of opportunity, and we seek professionals who share this belief and want to make a meaningful difference in young lives.

We are a school with a strong sense of family. Every child is known, valued, and supported, and relationships sit at the centre of our culture. Kindness, openness, and respect underpin daily life, creating an environment where children feel safe, confident, and ready to learn. Staff work in a collaborative, caring environment where high expectations sit comfortably alongside warmth, humour, and mutual respect.

Pennthorpe offers a broad and enriching education that celebrates individuality and recognises that success looks different for every child. Small class sizes, excellent pastoral care, and creative, responsive teaching help pupils develop confidence, curiosity, resilience, and independence. Staff are encouraged to innovate, reflect, and contribute ideas that shape provision across the school.

Our curriculum is rich and varied, including Forest School, sport, swimming, the arts, trips, and a lively programme of clubs and enrichment. We believe every child is unique and brilliant, and we design learning that nurtures their strengths and character. Care sits at the heart of our ethos, with every child choosing a trusted adult Champion, and our motto, "Born not for ourselves alone," guiding daily life.

Pennthorpe is proud to be part of the Hurst Family of Schools, offering staff access to shared expertise, excellent professional development, and clear pathways for progression, while maintaining our distinctive identity.

This is a school full of warmth, energy, and optimism, where staff feel valued, trusted, and supported to grow.

Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children



Hurst Family of Schools

About the Hurst Family of Schools

From the beginning of the Spring Term 2026, Pennthorpe became part of the Hurst family of schools through an exciting new partnership with Hurstpierpoint College. This development marked a significant and positive step for our community, strengthening our long-term future while honouring everything that makes Pennthorpe distinctive.

Pennthorpe and Hurst share deeply aligned values, a child-centred ethos, and a commitment to exceptional education. Becoming “Pennthorpe – Part of the Hurst Family of Schools” allows us to remain the warm, nurturing school we have always been, while benefiting

from the experience, stability, and opportunities that come from being part of a larger, well-established group.

Our pupils and staff gain from enhanced collaboration, increased stability in a changing educational landscape, and the strategic strength of working alongside a respected partner. At the same time, Pennthorpe continues to operate with its own Board of Governors and retain responsibility for its safeguarding, performance, and strategy, ensuring continuity and protecting our unique identity.

For those joining our team, this is an exciting moment to be part of Pennthorpe’s evolution, combining the spirit, ambition, and close-knit community of our school with the wider opportunities and support offered by Hurst.



Key Responsibilities

Executive Assistant to the Head of School

Support to the Head of School

- Provide proactive and highly professional executive support to the Head of School, ensuring the efficient operation of the Head's Office.
- Support the Head with all administrative tasks, anticipating priorities and responding to changing demands.
- Maintain a Head's action log, tracking key decisions and ensuring follow-up actions are completed by relevant staff.
- Produce briefing papers and meeting packs for the Head as required.

- Organise hospitality and arrangements for external visitors and guests.

Diary and Time Management

- Plan and manage the Head of School's diary, arranging appointments and meetings as appropriate.
- Anticipate diary clashes and reschedule commitments proactively.
- Diarise internal and external meetings, school events, deadlines and key annual commitments.
- Maintain a strategic annual calendar of school events, reporting deadlines, governance meetings and external engagements.
- Support the Head's involvement in admissions events, open mornings and marketing activities.

Communication and Correspondence

- Act as the first point of contact for correspondence and enquiries directed to the Head.
- Filter incoming communications to the Head.
- Deal with enquiries during the Head's absence, referring matters to appropriate members of the Senior Leadership Team (SLT) or Senior Management Team (SMT).
- Support with timely and professional responses to parent, staff and stakeholder communications.



Meetings and Governance

- Coordinate and schedule meetings involving the Head, including SLT, SMT, Governors and external stakeholders.
- Prepare agendas, papers and supporting documentation for meetings.
- Take accurate minutes and record action points at weekly Staff meetings, SLT meetings and SMT meetings.
- Support the preparation and administration of Governors' meetings and committee meetings as required.
- Monitor and track actions arising from meetings to ensure completion.

Parent and Stakeholder Engagement

- Support the organisation of parent forums, information evenings and Head's events.
- Track and monitor parental concerns, complaints and compliments to ensure timely follow-up.
- Ensure all visitors to the Head's Office receive a professional welcome and are well looked after throughout their visit.

Inspection, Compliance and School Improvement

- Act as the primary administrative support for inspectors from the initial notification through to the completion of inspection activities.
- Maintain inspection-readiness documentation and coordinate evidence collection throughout the year.
- Support the preparation and organisation of compliance and statutory documentation.
- Track policy review schedules and key compliance deadlines.
- Support the Head in monitoring and progressing School Development Plan priorities.

Staff Engagement and Events

- Coordinate whole-school staff events, including end-of-term celebrations, staff recognition events, leaving gifts and collections.
- Be an active member of the Staff Social Committee.
- Support the organisation of major school events involving the Head, including Speech Day, Open Mornings, parent events and community events.
- Maintain awareness of key staff milestones and recognition opportunities.

Recruitment and Selection Support

- Coordinate recruitment activities for staff vacancies, working closely with the Head, Head of Finance and Operations and Hurst recruitment team.
- Arrange and administer interview schedules, selection processes and recruitment events, ensuring all candidates and staff are fully informed.
- Act as the main point of contact for candidates, coordinating communications, visits, interview logistics and hospitality.
- Prepare recruitment documentation and maintain accurate recruitment records, ensuring all relevant information is then shared to facilitate safer recruitment and pre-employment checks.
- Support the onboarding of new staff, ensuring a smooth and professional transition into the school.

Professional Conduct

- Maintain the highest standards of professionalism, confidentiality and discretion in the handling of all sensitive information and matters.
- Develop positive working relationships with pupils, parents, staff, governors and external stakeholders.
- Undertake any other duties commensurate with the nature and level of the role as reasonably required by the Head of School.

Events & Logistics Coordinator

School Calendar Management

- Coordinate the development, production, publication and maintenance of the School Calendar via SOCS.
- Coordinate staff input into school calendars and support the effective scheduling of events, activities and resources.

Event Planning and Delivery

- Support the planning, organisation and delivery of whole-school events, functions, performances, information evenings, Open Mornings and community events.
- Attend Events Meetings, recording actions and monitoring progress to ensure the successful delivery of the annual events programme.
- Coordinate logistical arrangements for key school events, including venues, resources, hospitality, awards, trophies and event materials.
- Work collaboratively with SLT and operational teams to ensure events are effectively planned, communicated and delivered.

Trips, Visits and Visitor Management

- Oversee visitor management processes, ensuring compliance with safeguarding procedures and school policies.
- Liaise with the Educational Visits Coordinator (EVC) to ensure trips and visits are appropriately planned, documented and approved.
- Maintain accurate records and documentation relating to visitors, events, trips and associated activities.

Marketing and Communications Support

- Work closely with the Marketing Department to support admissions events.
- Provide administrative support for the creation of certificates, signage, programmes, invitations, posters and other promotional resources.
- Support clear and timely communication with parents, staff and external stakeholders regarding school events and activities.

Extended Day Coordinator

Programme Coordination

- Coordinate and oversee Pennthorpe's Extended Day provision, including the Breakfast Club, Flexiday programme, after-school activities, after-school care and transport arrangements.
- Manage activity registrations, attendance records, waiting lists and pupil allocations, ensuring accurate administration and adherence to capacity limits.
- Liaise with the Head of Finance and Operations to ensure parents are invoiced correctly for clubs

Parent and Pupil Support

- Act as the primary point of contact for parents regarding Extended Day activities, after-school care and minibus arrangements and respond promptly.
- Communicate changes, cancellations and alternative arrangements to parents in a timely and professional manner.

Provider and Operational Management

- Liaise with activity providers, instructors and relevant school departments to ensure the smooth delivery of the Extended Day programme.
- In conjunction with the Head of Finance and Operations, ensure external providers meet all safeguarding, safer recruitment, qualification, insurance and induction requirements.
- Support the management of activity costs, participation levels and associated administrative processes.

Quality Assurance and Leadership

- Regularly review the effectiveness of the Extended Day provision, identifying opportunities for improvement and reporting to the Deputy Head as required.
- Line manage After School Care Supervisors, providing support, guidance and oversight to ensure high standards of care and supervision.
- Promote a safe, engaging and well-organised Extended Day experience for all pupils.

This job description is subject to review from time to time to give the post-holder and other members of staff the opportunity for personal development.



Apply

The application process

Prospective candidates are invited to make contact to discuss the role. Please contact Jon Marler, Head of School, at jmarler@pennthorpe.com.

Interested candidates should fill in and submit an online Application Form at:
www.pennthorpe.com/forms/application-form

This application form includes uploading a covering letter.

The closing date for applications is:
Sunday 30th August 2026

Interviews will be held the week commencing
Monday 7th September 2026

Safeguarding and equal opportunities

Pennthorpe, and the Hurst Family of Schools, are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the pre-employment medical questionnaire, relevant original ID documentation and examination certificates. The Trust understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

Pennthorpe

Church Street, Rudgwick, West Sussex, RH12 3HJ

Hurst College

College Lane, Hurstpierpoint, Hassocks, West Sussex, BN6 9JS



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