



Kensington  
Aldridge Academy



**Senior Executive Assistant to Principal**

**Candidate Information Pack**

**December 2024**



Dear Applicant,

Thank you for taking the time to find out more about Kensington Aldridge Academy (KAA). This pack is intended to give you information about this role and our school's vision and ethos. Further background information is available at [kaa.org.uk](http://kaa.org.uk), including in the parent prospectuses and recruitment pages you can find there.

KAA is an 11 – 18 academy situated in the heart of Notting Hill. We opened in brand new buildings in 2014 with just Year 7 and our facilities are second to none. This is our eleventh year of operation, and we are now a full school with 1,300 students in Years 7 to 13.

KAA is a high-performing academy with a strong local and national reputation. DfE performance tables consistently place us amongst the top schools nationally for student progress. Ofsted have judged the school to be “outstanding” in all categories and describe standards as “exceptional”. In 2018 we were named the TES “Secondary School of the Year”, and our 2022 Good Schools Guide review praises the “phenomenal” education students receive.

**Any success we have comes from the talent and dedication of our staff.**

KAA staff members are reflective, committed professionals, willing to do whatever it takes for our students to achieve the best results. This role is an opportunity to join a great staff team and make a significant contribution to our ongoing work.

As Principal, there is no higher priority for me than the recruitment and development of staff. **Like any school, we are a “people business” first and foremost.** We understand that we ask a lot from staff, but in return we provide extensive support and development opportunities and the space to extend your skills more than you would find elsewhere.

If, after reading the enclosed information, you would like to apply, please complete the application form that can be found online at [www.kaa.org.uk/recruitment](http://www.kaa.org.uk/recruitment) and return it via e-mail to our HR Manager, at [recruitment@kaa.org.uk](mailto:recruitment@kaa.org.uk), or use the “quick apply” application form via the TES advert. If you have any queries, please contact our HR Manager and it may be possible to arrange a conversation with myself or one of the leadership team here at KAA.

With best wishes,

Anna Jordan  
Principal

## **Senior Executive Assistant to Principal - Job Description**

**Reports to:** Principal

**Application Deadline:** 9am on Tuesday 10<sup>th</sup> December 2024

**Start date:** Immediate (flexible on request)

**Contract:** Full Time / Permanent

**Salary:** S40 – S45 (£48,424 - £54,163) - dependent on skills and experience

### **The Role**

Kensington Aldridge Academy (KAA) is a leading secondary school in West London, with 1,300 students, 200 staff members, and a network of external partners. We are seeking a Senior Executive Assistant (EA) to work alongside our Principal and Senior Leadership Team (SLT) in driving the strategic vision of the academy. This dynamic role requires a proactive individual with exceptional organisational, communication, and leadership skills, to manage a wide range of projects, foster strong external relationships with stakeholders, and contribute to school leadership.

The Senior Executive Assistant will be instrumental in the day-to-day operations of the school, assisting the Principal by filtering and managing information, coordinating key school initiatives, and enabling the Principal to focus on high-level strategy. The Senior EA is expected to contribute to senior leadership discussions and advise the school's senior leaders and trustees.

Current priorities for the Senior Executive Assistant include; oversight of a £5 million expansion project on the school grounds, leadership of the school's external communication and marketing campaigns to secure strong and effective student and staff recruitment, managing the school's relationship with the Grenfell Tower Site Team and ensuring the smooth operation of the school adjacent to this site, and supporting the work of the KAA Intrepidus Trust (KIT), the school's registered charity, which has secured a £2 million endowment fund to support the development of educational enrichments in sports, performing & creative arts, wellbeing and life skills.

This is an exciting opportunity for an experienced EA to work alongside the Principal and Senior Leadership Team, contributing to the leadership of a high-profile school.

### **Key Responsibilities**

#### ***Leadership & Strategy***

- Act as the Principal's key support, ensuring the smooth running of the Principal's office, managing the diary, email correspondence, and priorities.
- Take responsibility for management of the academy calendar to ensure the continued smooth and effective running of the academy throughout the school year.
- Lead on school-wide communication strategy for internal and external communications.
- Oversee and coordinate significant projects, including a £10 million expansion project, supporting the KAA Intrepidus Trust's £2 endowment fund, and managing the school's relationship with the Grenfell Tower Site Team. To act as school liaison with key stakeholders, including the Grenfell Tower Site Team, KAA Intrepidus Trust, Schools Plus Lettings and 3BM (building project management).
- Manage and guide the work of junior administrative staff, both through formal line management and informal support.
- Attend Senior Leadership Team (SLT) meetings and provide considered, balanced solutions to the most difficult and complex issues of school management.
- Sit on the school's HR Leadership Team, supporting the academy's HR Manager and HR Officer with the school's HR functions, including recruitment, absence management, and staff development.
- Liaise with key stakeholders, including the Board of Trustees, ensuring smooth communication and policy implementation.
- Develop presentations and papers for internal and external audiences.

- Coordinate high-profile school events, including visits from politicians, celebrities, and education leaders.

### ***Press & Marketing***

- Maintain the school's external communications, ensuring consistency and high-quality content across all platforms, including the academy website, social media and print media.
- Take responsibility for stakeholder communications to parents and staff.
- Lead on the creation and distribution of marketing materials, including the school prospectus and newsletters.
- Manage public relations, drafting press releases, and liaising with journalists as the school's primary contact for members of the press.

### ***General Administration***

- Provide high-level administrative support to the Principal and SLT, including meeting coordination, minute-taking, and report preparation.
- Coordinate the school calendar and ensure smooth execution of events and school activities.
- Oversee the incoming school emails to our public-facing address and redirect them as needed.
- Ensure the academy has excellent record keeping with regard to both digital and paper-based systems.
- Carry out duties as needed during the school day to support the smooth running of the academy.
- Cover other administrative staff as needed to cover staff sickness and absence.

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal.**

## **Person Specification**

We are looking for a highly organised, proactive, and experienced EA with a strong ability to multitask and manage multiple projects simultaneously. You should have a proven track record in advising and supporting senior executives, excellent written and oral communication skills, and strong interpersonal abilities. While experience in an educational environment is desirable, we welcome applicants from other sectors who possess the right transferable skills. This is a fantastic opportunity for an experienced EA looking to make a real difference in a forward-thinking and ambitious school environment.

### **The ideal candidate is:**

- A detail-oriented professional with prior experience in the education sector.
- Someone who exhibits sound judgment with the ability to prioritise and make decisions.
- Energetic and eager to tackle new projects and ideas.
- Comfortable interacting with high-level executives.
- Someone who is able to take initiative and ownership of tasks as well as working with minimal supervision.
- Skilled in creating and editing written communication.

### **Essential qualifications**

- Qualified to work in the UK
- Qualified to at least degree level

### **Essential skills and experience**

- Proven experience in supporting senior executives in a professional environment (3+ years).
- High level of IT literacy, including advanced proficiency in Microsoft Office Suite and Google Workspace.
- Excellent organisational and administrative skills, with an ability to manage complex schedules and priorities.
- Proven experience of writing, editing, and proofreading in a professional setting for internal communication, online articles, presentations, and / or social media.
- Experience of effectively analysing information and advising an executive or team based on findings.
- Experience in managing high-profile projects or events.
- Proven commitment to continued professional development and growth.

### **Desirable skills and experience**

- Experience in an educational environment and familiarity with the UK education system
- Knowledge of SIMS or similar school information management systems.
- Experience in managing or supervising a team.

***This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children. No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal.***

## **About Kensington Aldridge Academy**

### **Culture & Ethos**

One of the distinctive aspects of being a start-up school is that you can define your culture from day one and set the bar sky high. When we opened KAA we had no existing population of students and teachers who were set in their ways – instead we set out our expectations clearly at the start and, because they were followed up with a consistently great ‘offer’, these expectations have been met. The opportunity we had to start from scratch and grow carefully is still a defining feature of our school, all these years on.

Our culture remains strong and students and staff alike feel very proud to be part of KAA. Students and their immense potential are at the heart of the work we do.

We believe:

- Every child has the potential to excel
- It is through hard work and discipline that success is achieved
- Outstanding teachers, willing to do whatever it takes, can transform students’ lives
- We are all learners, and as teachers we must model the learning behaviour we ask of students
- School should be a caring, safe place where students are happy
- Parents are our most important partners

### **Facilities**

Distinctive features of our building include:

- A professional theatre
- Our own sports hall and dance studio
- A safe, enclosed rooftop football / sports pitch
- Specialist performing and creative arts classrooms for drama, art and performing arts
- Two music rooms and a professional recording studio
- State of the art design technology rooms, including Graphics, Resistant Materials, Food Technology and Textiles
- Flexible IT spaces – giving students safe access to the right technologies
- Access to the brand new Kensington Leisure Centre and swimming pool next door to the academy

**We are extremely fortunate to have these facilities and will put them to the service of our students. However, we know the building alone is not the answer; it is the school’s values, our strong ethos, and our focus on curriculum, assessment and teaching and learning that will be the keys to our success.**

### **Our location**

Situated in the heart of Notting Hill, Kensington Aldridge Academy is positioned in one of the most exciting and sought after parts of London. With Portobello Road, home to the famous Portobello Road Market, close by, there are plenty of bars, restaurants, shops and pubs to choose from. We have excellent transport links: just three minutes from Ladbroke Grove tube station, and within easy walking distance of Holland Park and Notting Hill stations, and many local bus routes.

## **A commitment to equal opportunities**

KAA is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and the community and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

## **Staff benefits**

- Professional development that is of a national standard. In Ofsted's words: *"Staff morale is exceptionally high. They enjoy working at the school and benefit from high-quality training. Teachers new to the profession feel very well supported in settling into the school quickly and developing their practice."*
- Discounted membership of the new Kensington Leisure Centre.
- Two week half term in October.
- 180 school days, 10 training days (not 5 as you find in most schools) & 5 planning days per year, which include the opportunity for teachers to work from home.
- Free breakfast and lunch for any staff who eat with students in the Dining Hall.
- Free weekly staff wellbeing activities; yoga, circuits, salsa, football and more.
- Flexibility to work remotely during school holidays as agreed with line manager

## **Terms and conditions**

The school governors are keen to ensure that staff remuneration is always competitive and that staff are fairly rewarded for their commitment and excellent performance in line with the academy's pay policy. We want to compete for the best staff and offer attractive pay and conditions and career development opportunities to do so. Salaries will be based on experience, qualifications, and the scope of job and the level of responsibilities. We operate our own terms and conditions, which broadly mirror national pay and conditions. Some key differences are:

- 180 not 190 school days and 10 not 5 training days with a further 5 planning days on top. This means we operate a 39 week year: 37 teaching weeks and 2 weeks planning and preparation with significant focus on CPD.
- The two week October half term.
- The school day will be from 8am to 5pm Monday to Thursday (with co-planning, mentoring, observation, marking & moderation etc built into the school day wherever possible).
- On Friday the working day finishes at 4pm

## **Response**

We very much regret that we are only able to inform short listed candidates of the outcome of their application. If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We would like to assure you, however, that every application we receive is considered in detail and a shortlist only drawn up after careful reference to a detailed person specification.

## **Recruitment Privacy Notice**

As part of your application to join us, we will gather and use information relating to you. For full details on our Recruitment Privacy notice please visit <https://kaa.org.uk/recruitment/>.

## **Biographies of Senior Team**

### **Anna Jordan – Principal**



Anna has been Principal at KAA since November 2023. She was appointed in 2013 as Vice Principal and has been central to the growth and success of KAA since the school's inception ten years ago. Prior to this role, Anna was Assistant Headteacher at Blessed Thomas Holford Catholic College (BTHCC), an 11-18 school in South Manchester. At BTHCC role she was responsible for leadership training and the coordination and development of the middle leaders within the school. Through the school improvement work there, Anna designed and delivered leadership and coaching programmes for school leaders across the North West. As a Future Leaders participant, she has also supported other schools nationally in developing the quality of their teaching and structure of their curriculum.

### **Ryan Bernard – Senior Vice Principal**

Ryan is Senior Vice Principal at KAA. He joined the academy in 2014 as Lead Teacher of Physical Education. Ryan founded a dynamic PE department, led Pankhurst as Head of House for 2 years, and was Director of Learning for Year 7 before joining the Senior Leadership Team. He was appointed as Assistant Principal in February 2017 and promoted to Vice Principal in July 2019. He took up the Senior Vice Principal role in September 2024. Ryan graduated from the University of East London with a BSc (Hons) in Sports Coaching. He then completed his PGCE in Physical Education at Middlesex University and a Master's degree in Teaching & Learning at the Institute of Education.



### **Amy Gurnell – Vice Principal**



Amy is Vice Principal Pastoral & Designated Safeguarding Lead at KAA. She studied BA Drama at Queen Mary, University of London, prior to completing her Postgraduate Certificate in Education (PGCE) at Goldsmiths, University of London. She joined KAA in 2016 as a Teacher of Drama and was promoted to Director of Learning for Year 7 in 2018. Amy developed the academy's Year 6 transition process during two consecutive years as the Director of Learning for the incoming Year 7s. She was promoted to Assistant Principal (Pastoral) in July 2020 and was then promoted to Vice Principal in June 2024.

### **James Waller – Vice Principal**

James is Vice Principal for Teaching & Learning at KAA. James completed a BSc in English at the University of Leicester before completing a PGCE at Sheffield Hallam University. Before joining KAA, James taught at Hungerhill School, an outstanding school in Doncaster, where he also held the role of Strategic Lead for Curriculum & Assessment. James joined KAA in 2016 as a Teacher of English and was promoted to Director of English in 2019. He was promoted to Assistant Principal (Teaching & Learning) in April 2022. James was promoted to Vice Principal in June 2024.





## QUOTES ABOUT KAA

***“I have visited many schools in my time and KAA is one of the most impressive. It is an amazing school with amazing students.”***

***Dr Lee Elliot Major, CEO of The Sutton Trust***

***“I was inspired by my visit to KAA. Talking to the students about their hopes and aspirations for the future and hearing them speak in such an articulate manner is clearly the product of a culture of high expectation and a belief that they can and will achieve. The team at KAA have made a fantastic start and well on the road to establishing a truly great school.”***

***Sir David Carter, National Schools Commissioner***

***“Staff and pupils are proud of their school. The school has fostered a strong community that is welcoming and warm. The school is led with both sensitivity and determination, building a vibrant school in which pupils excel.” - Ofsted, 2024***

***“Leaders, governors and staff have the highest ambitions for pupils. Together, they have created a school where pupils are happy, safe and making excellent progress. What the school has achieved and sustained is remarkable.” - Ofsted, 2017***

***“Bring an appetite for learning and hard work and the school will provide a banquet of opportunities – academic, cultural and sporting. Every community should have one.”  
- Good Schools Guide 2022***

# VISITORS & SUPPORTERS OF KAA



Gareth Malone



Justine Greening



Princess of Wales



David Carter



Gillian Anderson



Sadiq Khan



Prince Harry



Damian Hinds



King Charles



David Cameron