



NOTTING HILL & EALING
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST

Director of Finance & Operations

Permanent, Full Time

FOR AUGUST 2026



Competitive Salary and Benefits

Closing Date Monday 25th May 2026

Academic & Pastoral Excellence

THE GOOD SCHOOLS GUIDE

“

It is a genuinely academic school which delivers excellent results.”

THE GOOD SCHOOLS GUIDE



The best of both worlds

We welcome applications from colleagues who share our belief that a happy and supportive environment is the foundation of academic success.

Proactive pastoral care

Initiatives at key developmental milestones help to develop in students an outward-looking perspective, as well as the ability to navigate life at school and in the future. A clear pathway of support, ensuring that every student is aware of all the people they can talk to, supports our students through their teenage years.

The school operates an extensive House system, which supports inter-year links, and encourages girls to take part in competitions across school life, from the infamous “House Shout” to “House University Challenge”.

Pastoral Involvement

All teachers are also tutors for a form, supported by an experienced Head of Year. For those with particular strengths or ambitions, there are opportunities to receive training in Mental Health First Aid, or to become a Pastoral Coach (supplementing form tutor provision) or to become part of the specialist team delivering Sex and Relationships Education.

Our Teaching & Learning philosophy: beyond specifications

We seek to spark a deep-seated love of learning, and a knowledge-rich understanding that reaches far beyond curriculum specifications. In class, students are engaged with a variety of questioning styles. Here and through written feedback, they are always encouraged to deepen and develop their thinking. We use authentic, meaningful resources, including original texts or journal articles wherever possible. We are also passionate about the power of effective verbal and written feedback.

Scholarship & Research

The culture of scholarship is everywhere. Students in all year groups have the opportunity to complete research projects and extend their learning beyond the classroom.



Students who were both offered places to read Medicine at the University of Cambridge

Inspiring academic excellence since 1873



Notting Hill & Ealing High School is one of London's leading independent girls' day schools. Founded in 1873, it is the oldest of the 25 schools which make up the Girls' Day School Trust. We are an all-through school, starting at age 4 with over 900 students in all. The Senior School starts at age 11.

NHEHS is academically selective. Students are bright and ambitious. There is no tension between success and happiness and the school is highly regarded for the way it achieves outstanding outcomes within a particularly warm and supportive environment.

Public examination results are consistently outstanding, and girls go on to study a wide range of subjects at prestigious universities, from Oxford and Cambridge to overseas destinations such as Caltech, NYU and Universidad Europea.

The school has won multiple awards including: London Independent School of the Year 2024 - ISP, Best City Prep School - The Week 2025, Charitable Work Champion - Winner School House Magazine 2024.

Five pillars of the school's Vision and Mission for the coming years

- **AN INSPIRING ACADEMIC CULTURE**

To provide a rich, challenging, inspiring and evidence-based education that cultivates intellectual curiosity, critical thinking, creativity and a lifelong love of learning, within and beyond the classroom.

- **VOICE & EXPRESSION**

To empower pupils to express themselves with confidence, clarity, and purpose and develop skills to question, debate and challenge.

- **LEADERSHIP & INITIATIVE**

To nurture ethical leadership and success, encouraging pupils to take initiative, innovate and turn ideas into positive action within the school, across the GDST community and in the wider world.

- **AN INCLUSIVE & COLLABORATIVE COMMUNITY**

To build an inclusive and collaborative culture founded on respect, empathy and generosity of spirit, in which we welcome diversity of perspectives, celebrate individuality and enable all pupils to thrive.

- **CHARACTER & SKILLS FOR LIFE**

To equip pupils with the skills and character needed to thrive in a complex and ever-changing world, enabling them to become resilient, adaptable, open-minded young women of integrity, courage and confidence.



Bright & enthusiastic students



“

Students here are encouraged to take the lead: from formal responsibility positions, to setting up acapella choirs, it all makes a difference.”

HEAD GIRL OF NOTTING HILL & EALING HIGH SCHOOL

Martha, Year 12

“At NHEHS, the teachers are not only incredibly supportive of your learning, but also endorse your interests outside of academia. At the moment I am really enjoying European Ambassador Club, which strives to celebrate European diversity and culture”.

Martha studies History, Spanish and French for A Level. As a passionate linguist, she hopes to extend this interest at University, and is working closely with the Language department to achieve this dream. As both a linguist and a historian, Martha has been channelling her subject expertise into her involvement in the European Ambassador Programme, which aims to increase student awareness around European values and democracy at NHEHS.

Lilly, Year 9

“NHEHS has something for everyone: teachers make it as inclusive as possible, and I love the food!”

Lilly is one of our sporting stars, and plays for Middlesex Cricket Club. Her favourite subjects are Maths, Drama, and Design Technology: she is just as impressive in the classroom and the workshop as on a Cricket pitch! This year, Year 9 are trying to be more curious, so she is enjoying going down rabbit holes and learning beyond the curriculum.

Wala, Year 7

“At NHEHS, I am able to be as creative in lesson time as I am outside of school. My two favourite subjects are English and Art, and I especially enjoy Creative writing and poetry, as they allow me to be the most imaginative”.

Wala is in Year 7. Alongside her academic subjects, she also loves sports, and participates in Dance Club to extend her passion outside of the classroom. Not only is she a creative writer, but Wala is also a musician and plays in the school Orchestra as a Violinist.

This year, Year 7 have participated in a competition in celebration of National Poetry Day, where they focused on the many forms that poetry can take as a medium for self-expression.



Best friends since Reception and Waterpolo Captains (their team won the national championships), have gone on to study Engineering at Caltech and Computer Science at Cambridge.



A diverse community of colleagues



“

NHEHS is a magical place. We learn with, and from each other: I love discussions with colleagues and the many opportunities to connect socially.”

ANIKA DONKOR, GERMAN LANGUAGE ASSISTANT & A LEVEL TEACHER

Rachel Gordon

Teacher of History and Teaching & Learning Development Lead

“Staff are trusted in trying new approaches, and supported in leading initiatives. NHEHS is a true community with numerous pathways for career development. I’m proud to have worked here for 10 years – and looking forward to the next 10!”

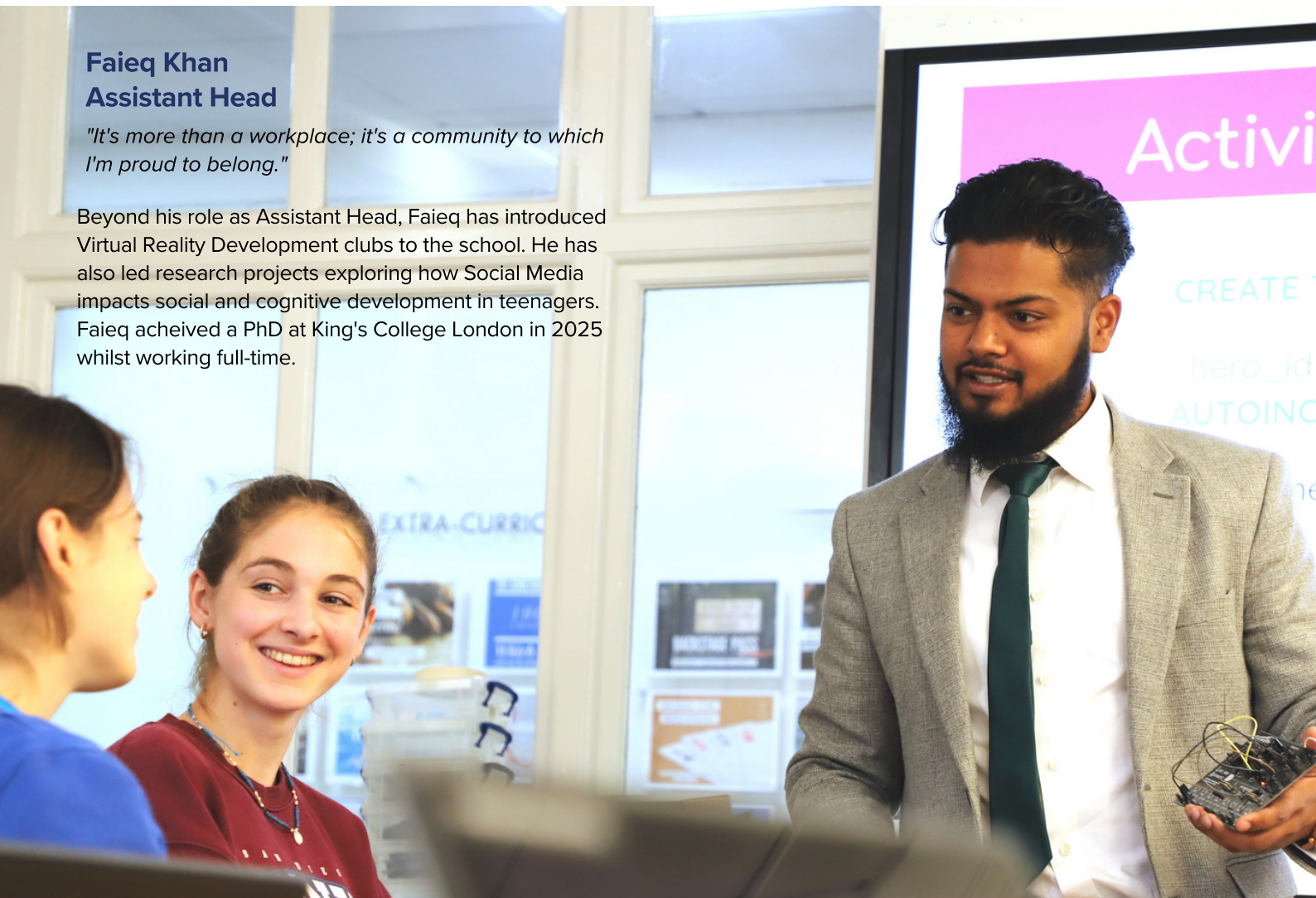
Following a career in investment banking, Rachel leads public speaking for students and is well-known for delivering formidable all-staff training sessions, and ‘revision parties’ for A Level History. Her da Vinci cross-curricular lecture initiative won the TES Creativity Award.

Faieq Khan

Assistant Head

“It’s more than a workplace; it’s a community to which I’m proud to belong.”

Beyond his role as Assistant Head, Faieq has introduced Virtual Reality Development clubs to the school. He has also led research projects exploring how Social Media impacts social and cognitive development in teenagers. Faieq achieved a PhD at King’s College London in 2025 whilst working full-time.



Director of Finance and Operations

The Opportunity

The post-holder will be a key member of the Senior Leadership Team, with a pivotal role in long-term strategic, financial and operational leadership of the whole School. They will work closely with the Head and have overall responsibility for the day-to-day operations of the School. The post-holder will be expected to have experience of budget preparation and of providing commercial advice and strategic support at senior level. They should offer strong operating experience and project management skills to ensure that the school is positioned to deliver an exceptional educational experience in a competitive and evolving market.

The post will suit a team player who embraces a culture of continuous improvement and an enthusiastic, energetic, collaborative individual who has previously worked with multi functional teams. Candidates must be able to evidence strong leadership and influencing skills and demonstrate flexibility in their approach and a good sense of humour.

They should ensure that their own responsibilities are executed to support the achievement of the School and Trust's strategic objectives. This will require the post-holder to have a clear understanding of teaching and learning requirements and how, through their own activities and those of their staff, they will support this.

In addition, the post-holder will demonstrate a strong commitment to girls' education and to the ethos of the School. The DFO will be an ambassador for the School and wider Trust within and outside the School.



Job Description

Strategy

As a core member of the Senior Leadership Team the Director of Finance and Operations will:

- Act as a strategic partner to the Head, advising on financial health, risk, organisational performance and market positioning.
- Contribute to, and lead if requested, the school's Development Plan, shaping priorities related to finance, estates, workforce and operations.
- Lead the strategic alignment of operational functions with academic and pastoral priorities.
- Work collaboratively with GDST central teams to ensure school strategies align with wider Trust objectives.

Financial Management

Responsibility, in collaboration with the Head and GDST, for all of the School's finances:

- Preparation of annual budgets, forecasts, and business plans.
- Monthly management accounts and School payroll.
- Work closely with the GDST Fees Department on fee and income related matters.
- Regular review and renegotiation of tenders and contracts.
- Provide clear, insightful reports as required to the Head, SLT, School Governing Board and the GDST Finance team.
- Lead on fee strategy and bursary modelling.
- Lead the review and reshaping of the school's cost base, including staffing structures, to ensure financial sustainability and alignment with pupil numbers.

Business Development

- Sustaining and increasing non-fee income including grants, lettings, enterprise activities and partnerships in line with overarching strategic plan.
- Support the Head in the development and preparation of business case rationale for capital investment projects, working in partnership with GDST Estates and Finance teams.
- Assisting in the development of the School, in consultation with the Head, through business plans and strategic assessment.
- Ensure admissions data, forecasts and risks are accurately reflected in financial plans and affordability modelling.
- Provide independent challenge and analysis of pupil recruitment performance and assumptions.
- Ensure staffing requirements and academic and support staff models are understood, with a focus on driving efficiency when required.
- Oversee key commercial contracts, ensuring value for money and strong supplier performance.

Human Resources

- Lead workforce planning across the school to ensure financial, operational and educational alignment.
- Ensure compliance with all HR regulations, GDST policies and ISI requirements, including the SCR.
- Management of all HR, finance, IT, premises, reception, and caretaking staff, to include the procedures for recruitment, induction, development, and performance management in line with School and GDST Policies.
- Support a positive organisational culture, including strong staff engagement and wellbeing.



Job Description cont.

Estates Management

- Oversight of building management, maintenance, and day-to-day upkeep of all buildings, as well as grounds maintenance and building security.
- Provide oversight and project management of capital projects, supporting effective operational delivery on site and liaising with contractors on school operational matters.
- Work in close collaboration with the GDST Estates team to coordinate works across school sites, including delegated maintenance budgets, and support the prioritisation of long-term maintenance, capital and enterprise investment.
- Ensure the school campus remains safe, compliant, efficient and reflective of the school's identity and values.

Compliance, risk & inspection readiness

- Ensure robust compliance frameworks and effective operational controls are in place in collaboration with GDST Trust Office teams, including Health & Safety, Risk, Audit, HR and Estates specialists
- Oversee the effective use of the GDST estates and compliance system (Statlog), ensuring accurate and timely recording of statutory and operational data.
- Lead on business continuity planning and contribute to Critical Incident Management Team readiness and response.
- Ensure timely submission of statutory returns and alignment with Trust policy.

Health & Safety Management

- Co-ordination and development of policies to comply with the relevant requirements of the Independent Schools Inspectorate and Health and Safety legislation in conjunction with the GDST Health and Safety advisors.

Catering & housekeeping

- Ensuring excellent standards of catering and cleanliness are provided to students and staff and that kitchens and equipment are well maintained and comply with Health and Safety and Hygiene regulations.
- Monitoring catering and cleaning service standards levels and conduct regular review of performance against contracts as appropriate, as well as scrutiny of financial performance against agreed budgets.
- Ensure the smooth operation of essential daily services that support school life.

Sustainability

- Working with the sustainability lead to make sure sustainability is at the heart of the School's strategies.



Person Specification

The incoming individual will be a passionate and self-motivated individual who is willing to play an active role within the School and the wider community. You will be an inspiring leader to the support staff and work in partnership with the academic staff. In addition, you will be a visible and approachable face of the School with students, parents, and key internal and external stakeholders.

This job description is not intended to be exhaustive. The post holder should be prepared to take on other reasonable duties as required by the Head, in keeping with the role and the needs of the school.

Qualifications and Professional Memberships

Essential

- Educated to degree level or equivalent relevant work experience.

Desirable

- Relevant professional qualifications (e.g. accountancy, business management, estates management qualification or similar).
- Membership of relevant professional bodies.

Personal characteristics

- Practical, pragmatic, and well organised.
- Strong financial and commercial acumen.
- High levels of integrity, judgement and resilience.
- The ability to lead and manage teams.
- Ability to manage a broad range of projects and issues concurrently working at a strategic level, whilst also being able to undertake and manage detailed financial procedures.
- Able to think and plan strategically but also troubleshoot when required.
- Determination and enthusiasm to see projects through to completion.
- Strong analytical and problem-solving skills, combined with a proactive, positive and flexible approach to change management.
- The ability to work co-operatively and constructively within the Senior Leadership team and with all members of the School community.
- The ability to learn quickly, retain information and an interest in acquiring new and often complex knowledge.
- Excellent verbal and written communication skills, with the ability to present complex information clearly.
- A willingness to give generously of their time to support the girls, School events and activities.

Professional experience

Essential

- Proven budgetary expertise and financial acumen.
- Successful senior management experience, to include strategic planning, administration, financial management, project control, income generation and business development.
- Experience of providing robust, strategic financial advice and management information.
- Extensive experience of leading a team in a managerial role.
- Experience of oversight of estates, HR, compliance and major capital projects.
- Experience of property and facilities management and/or site development.
- Experience of working to deadlines and delivering results through effective management, organisation and planning of work.
- Experience in an educational setting will be highly regarded, but the School is also keen to hear from professionals from other sectors.



Benefits of working with us



“

I ensure that colleagues are well looked-after! We enthusiastically develop new menus, inspired by many cultures, and love suggestions.”

BELLA HENRY, CATERING AND FACILITIES MANAGER



**Generous
salaries**

**The GDST
development
programme**



**A flexible
pension
scheme**



up to
50% off
fees for children
at GDST schools



**Excellent
lunches during
termtime**

**A fun, warm
& inclusive
culture**



**Wonderful,
bright &
grounded
students**



**Childcare
vouchers**



**The cycle to
work scheme**

**Interest-free
loans for
laptops**



Next steps for your application

Frequently asked questions

• PAY

The GDST has its own paycales. Consideration is given to experience and talents in fields outside of teaching. Increases are also possible for different responsibility posts as well as subject specialist knowledge, through the consultant scheme.

• PARKING

There is ample parking immediately near to the school on the various roads around the site, as well as free parking a short walk away. Secure cycle racks are also available on site and many colleagues come in by bike.

• PENSIONS

Like many independent schools, the GDST has replaced the Teacher's Pension Scheme with a Flexible Pension Plan with a number of benefits. This is accounted for in paycales.

Information about the school can be found in the following places:

• THE SCHOOL WEBSITE

NHEHS.GDST.NET

This contains recent news as well as information about the different departments and the school's extracurricular offering.

• THE GOOD SCHOOLS GUIDE

Search for Notting Hill & Ealing High School

This review gives an external perspective on the School.

How to apply

Anderson Quigley is acting as an advisor to Notting Hill & Ealing High School. An executive search process is being carried out by Anderson Quigley in addition to the public advertisement.

Please apply for this role directly on our website using the link below: <https://andersonquigley.com/job/aq3476/>

The closing date for applications is **Monday 25th May 2026**.

Applications should consist of:

A completed application form.

A covering letter (2 pages of A4) outlining your motivation and details of how you meet the qualification, skills and experience criteria of the person specification. *Please include details of two referees in your application form, though please note that we will not approach your referees without your prior consent and only should you be shortlisted.*

Should you wish to discuss further details about the role in strict confidence, please get in touch with Hayley Mintern at hayley.mintern@andersonquigley.com +44 (0)7596 954 387

Alasdair Redwood at alasdair.redwood@andersonquigley.com +44 (0) 7394 012 383.

