

The Independent Schools Association invites applications for the role of Education Officer. Join our dynamic team supporting the head teachers at independent schools to achieve educational excellence for their pupils.

We are looking for a driven individual who has a real interest in education. If you have initiative, the ability to adapt, and excellent communication and writing skills, come and join our team. You will support a growing Association and play a key role in developing and promoting our work in education and inclusion.

Job overview

Role	Education Officer
Department	Education & Inclusion
Location	Great Chesterford CB10 1PF, North Essex/Cambridge border
Salary	£23,818 – £27,740, plus 7% pension contribution
Application deadline	13 October 5pm
Interviews	29 October at ISA House

About the employer: Independent Schools Association

ISA is the umbrella association and national charity supporting 674 independent schools and over 140,000 pupils nationally. Full information about the Association and its structure can be seen at www.isaschools.org.uk.

Please also see our [Why work for us](#) website page, including further information for applicants.

ISA is an equal opportunity employer. ISA is an inclusive and nurturing organisation where employees feel empowered to share their experiences and ideas in a culture where difference is valued. We are committed to providing equality of opportunity and fostering opportunities to improve our understanding and practice. We welcome the positive impact that diverse and inclusive teams have at all levels of the Association, celebrating their differing approaches and points of view. [More on Inclusion, Diversity and Equity at ISA.](#)

How to apply

To apply for this position, please email your CV and letter of application to the CEO, Rudi Elliott Lockhart through karen.goddard@isaschools.org.uk. In your letter, use the *job description*, *person specification* and *skills base* below as a guide to demonstrate how your past experience equips you for the role and why you want to work for ISA. Please also include:

- any contractual notice period and your earliest starting date
- the full names, job titles and contact details (including email) of two appropriate professional referees (personal referees not accepted)
- whether you currently have the right to work in the UK. (Please give details: eg British Passport, Indefinite Right to Remain, Settled Status, Graduate Visa, etc.)
- where you first saw our advert.

Interviews will be held on Tuesday, 29 October.

Details on the Vacancies section of the ISA website: www.isaschools.org.uk.

Data relating to applications is stored securely for six months after the closing date of the advert. You can view our [Privacy Policy on our website](#).

Job Description

This job description is a summary of the key accountabilities associated with the post. As such it supplements the basic duties outlined in the standard ISA contract of employment in accordance with the Association's policies and values, and under the direction of the CEO.

Contract: The post is a fixed term contract to 31 August 2025, subject to satisfactory completion of a six-month probationary period. It is subject to checks that include verifying the right to work in the UK.

This is a full-time post. We will also consider applications from candidates wishing to work termtime only. Please make your expectations and availability clear in your application letter.

Reports to: Director of Education & Inclusion

Hours of work: 35 hours per week - 9.00 – 5.00, incl. one hour unpaid lunch break. (Core hours are 10-4, beyond this some flexibility of regular working hours may be possible, subject to the needs of the business. Contact us for more details.) Some flexibility is required, including very occasional weekend working. Travel to events is often outside of normal working hours.

Holidays: 25 days per annum, plus up to 8 bank holidays. Holidays must be taken outside of published school term times. Option for additional unpaid leave during school holidays, by agreement.

Location: Great Chesterford (Essex/Cambridge border).
ISA House, Great Chesterford Court CB10 1PF

Occasional attendance at face-to-face committees off-site (London) and other ISA events, as required.

Remuneration: Salary: £23,818 – £27,740; plus additional pension contribution by ISA of 7% of gross salary. Salary is reviewed annually in September and is subject to a performance uplift within the agreed salary bands, plus cost-of-living uplift.

Core duties

Under the direction of the Director of Education and Inclusion, to promote and support delivery of the ISA Education and Inclusion agenda.
To provide administrative support to the Association's Education and Inclusion Committees.
To assist in the design and delivery of online and face-to-face meetings that support training and networking opportunities for ISA Members.
To contribute to the promotion of the Association's work on Education and Inclusion through the ISA website, social media, newsletter, journal and the production of other publications and materials.
To assist the Office Manager with delegated administrative tasks, including: admin for a small grant-making trust, H&S compliance, HR, general admin and managing ISA House.
To attend and contribute to ISA events and conferences if required, and as reasonably directed.
Other related duties and responsibilities as reasonably directed by the Director of Education & Inclusion and/or the CEO.
Under the direction of the Director of Education and Inclusion, to promote and support delivery of the ISA Education and Inclusion agenda.

Person specification and skills base

The successful candidate will:

show initiative, enthusiasm and uphold the Association's values, deriving satisfaction from working with all stakeholders, including head teachers and teachers;
have personal interest in education; may have direct experience of working in the education sector; and may have some understanding of work with inclusion within an educational environment;
exhibit high inter-personal skills and the ability to cultivate effective relationships both within and external to the office;
be skilled in written communication, ensuring the highest standards in all online, printed and published materials, with a keen eye for detail;
have high standards of personal integrity;
possess strong organisational skills, be a valued team member but also be able to work as an individual and without immediate direction when required;
have good digital capabilities, with a desire to learn and develop;
have high levels of energy, drive and enthusiasm to manage conflicting demands effectively;
contribute to the positive working environment, fostering a sense of collaboration and fulfilment.

Please note: This job description reflects the core activities of the role and as the Association and the post-holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in appropriate training.

Summary of terms and conditions of service

This appointment is made under the agreed Terms and Conditions of Service for ISA staff.

ISA is committed to safeguarding and promoting the welfare of children and young people and expects all employees and those associated with the Association to share this commitment. Please note that this post will require the satisfactory completion of all pre-appointment checks, including the right to work in the UK, and given the nature of our work in support of schools, may require an enhanced Disclosure and Barring Service (Criminal Records Bureau) check.

Flexible and Hybrid Working (some, but limited)

As a small company, we believe strongly in the importance of collaborative working in the office to stimulate creativity and to build a strong and effective team. However, we recognize the value of flexibility to individuals. Once the initial training period is complete, the new employee will be eligible for the same hybrid benefits as other colleagues. Currently this includes:

- The option to work from home on 6 days each half term, with dates subject to approval by the line manager.
- The option to work slightly more flexible hours, such as 8-4 or 10-6, on a regular or occasional basis, subject to approval by the line manager and the needs of the business.
- Other flexible working arrangements by agreement. Contact us for a discussion.

If these benefits are particularly important to you, please contact us for details of our current policies or for a discussion as to whether this role matches your expectations.

Questions?

We are very happy to answer any queries that you may have at this stage. If you would like to know about the role, please contact

Helen Stanton-Tonner 07934 304519, or by email on helen.stanton-tonner@isaschools.org.uk.

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