



# Executive Head

For September 2027



# Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is 'Non Sibi Sed Omnibus' which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

Thank you for your interest in joining our farsighted and successful school, I look forward to receiving your application.

**Andrew Merriman**  
Chair of Governors





# Our Trust

Royal Russell is an HMC/IAPS co-educational school for pupils aged 11-18 including boarding, situated on a beautiful green campus of 110-acres in South London.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

In September 2026 we will open an exciting new £20m+ Junior School, expanding the family of schools and strengthening our 3-18 educational pathway.

The Royal Russell Family of Schools share an educational vision and ethos which creates the environment for boys and girls aged 3-18 to flourish and strive for their own vision of success. Each School is led by its own ambitious Head Teacher and supported by a fantastic team of teaching and operational colleagues. The Royal Russell Family of Schools consists of:

- Royal Russell School, London – 11-18 including boarding
- Royal Russell Junior School, London – 3-11 (opening September 2026)
- Royal Russell, Busan – opening in 2028
- Royal Russell, Vilnius – 3-18 including boarding
- St David's, Purley – 3-11

# Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.





# Academic success

Royal Russell pupils consistently achieve excellent academic results at both GCSE and A Level. In 2025, a record 139 candidates sat a total of 1,305 GCSE examinations, with over 78% of pupils achieving grade 6 or above and nearly 60% attaining a grade 7 or higher. At Sixth Form level, pupils achieve outstanding A Level and BTEC results – with over 42% of grades awarded at A or A\* in 2025 – going on to pursue degrees and apprenticeships with leading universities and employers, including Oxbridge, LSE, King's College London, PwC, Amazon and RBS. Alongside a broad range of A Level courses, we offer BTEC qualifications in Business, Sport and Media, ensuring every pupil can find a pathway that reflects their own ambitions and vision of success.

# Pastoral & Boarding

Pastoral care runs through every aspect of life at Royal Russell, rooted in an ethos of kindness, respect and inclusion. Every pupil belongs to a House, led by an experienced Housemaster or Housemistress and supported by a dedicated tutor team, whose role is to nurture each child's academic, social and emotional development. An on-site School Counsellor and Medical Centre mean help is always close at hand, while the Chapel provides a moral and spiritual home for the whole community regardless of faith. Our most recent ISI Inspection confirmed what we already know – that relationships throughout the school are excellent, and that our pupils leave Royal Russell as self-aware, confident and resilient young adults.

Royal Russell's boarding houses sit at the heart of our stunning 110-acre parkland campus, just 30 minutes from Central London and conveniently located for both Heathrow and Gatwick airports. Experienced boarding staff live on campus around the clock, supported by an on-site Medical Centre, ensuring every boarder feels safe, happy and at home. Each house has its own unique character and community, offering excellent study facilities, spaces to relax, and a full weekend programme of activities and trips. Our boarders develop independence, forge lifelong friendships with peers from diverse backgrounds and cultures, and go on to achieve excellent results and secure places at leading universities across the world.



# Executive Head

The Russell School Trust

**Comprising:**

- Royal Russell Senior School
- Royal Russell Junior School
- St David's School
- Russell School Enterprises
- Russell School International

**Reporting to:** The Board of Governors, through the Chair of Governors

**Responsible for the Executive Leadership Team (ELT):**

- Head of Senior School
- Head of Junior School
- Head of St David's School
- Director of Operations and Finance
- Director of Marketing, Admissions and Engagement



## Main purpose

The Executive Head of the Russell School Trust will be accountable to the Board of Governors for the Trust's overall performance, with particular responsibility for the development and implementation of the Trust's next phase of strategic development. Working with and through others, they will have overall responsibility for the performance of all the schools within the Trust, as well as the success of our international partnerships and our commercial and financial performance. They will provide strategic leadership to deliver continued success and improvement, by ensuring the highest quality of education and safeguarding for all pupils within the Russell School Trust.

Key performance indicators for the Executive Head will include pupil recruitment for the Trust in its entirety, the Trust's stable and robust financial position, and the overall educational performance of the schools within the Trust, particularly within the UK.

## Responsibilities

### Strategic Planning and Leadership

- Have a strategic overview of how each school contributes to the development and success of the Russell School Trust and have a visible presence across the community.
- Work with the ELT and Governors to create and communicate a shared vision that inspires and motivates all members of the Russell School Trust community and reflects the needs of the pupils and staff and the expectations of parents.
- Be able to translate the vision into clear objectives that promote and sustain school improvement and must also ensure the schools within the Russell School Trust develop for the benefit of pupils, staff and the school's communities.
- Develop the Russell School Trust strategic plan, supported by sound financial planning. Likely key strategic priorities will include boarding and international development.
- Provide support and challenge to the leadership of the schools in the Trust to deliver the strategic objectives of the Russell School Trust strategic plan.
- Play a key role in identifying and realising future growth opportunities, particularly in relation to the Trust's approach to its international schools and any further expansion overseas.
- Develop, support and lead the members of the Executive Leadership Team, identifying emerging talents and coaching current and aspiring leaders, fostering a culture of collaboration, accountability and continuous professional development across the Trust's senior leadership.



## **Commercial and Financial Performance**

- Work closely with the Director of Operations and Finance to develop a plan for ongoing robust and effective financial management of the Trust.
- Provide overarching direction to the ELT on priority areas of focus which enable the Trust to diversify and grow income streams beyond core fee income.
- Whilst responsibility for pupil numbers will sit with each of the Heads of Schools, the Executive Head will have accountability for the Trust's performance in terms of overall pupil recruitment.

## **Pupils and Staff**

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- With the Heads of School, secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct, establishing rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.

## **Qualities and Knowledge**

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils within the Russell School Trust.
- Demonstrate and develop positive relationships and attitudes towards pupils, staff, parents, governors and members of the local community.
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on own knowledge, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

## **Systems and Processes**

- Actively support the Governing Board to deliver their role effectively, particularly in setting Russell School Trust strategy and holding senior leaders to account for pupil, staff and financial performance.
- With the ELT and Schools Leadership Teams, ensure that the Russell School Trust's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity. This will include developing a digital strategy which feels appropriate and relevant to the key constituent groups both in the teaching and operations teams.
- With the School Leadership Teams, provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society.
- With the Director of Operations and Finance, exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the sustainability of the schools within the Russell School Trust.
- With the Director of Operations and Finance, the wider SLT and Governors, ensure the Estates Masterplan is fit for purpose and remains relevant.
- With the Clerk to the Governors, work with the Governing Board and other senior leaders to ensure proactive, robust and appropriate risk management for the Russell School Trust.
- Develop, implement and review Trust-level policies to ensure the achievement of the Trust's aims and objectives, actively identifying opportunities to redefine and streamline processes across the Trust to improve effectiveness and efficiency.
- Develop Russell School Trust revenue streams by investigating and identifying new sources of income resulting in sustained growth and stability for each school.
- Distribute leadership across the Trust, forging teams of colleagues who have distinct roles and responsibilities and hold these to account for their decision making.

## Communications, Marketing and External Links

- Develop the Russell School Trust marketing strategy, working closely with the Director of Marketing, Admissions and Engagement and the wider ELT to ensure that all schools within the Trust are consistently attractive and accessible to prospective parents and pupils, achieving the optimum number of high calibre pupils.
- Build effective and positive relationships with parents and the wider Russell School Trust community, including the 1853 Society and the Old Russellians.
- Play a leading role in donor relations.
- Promote the interests and reputation of the Russell School Trust at all times.
- Ensure the Russell School Trust effectively discharges and demonstrates its public benefit obligations, contributing appropriately and effectively to the local community.
- Ensure the Russell School Trust builds local, national and international community links, encouraging charitable initiatives and collaborative working relationships. This will necessarily include some international travel.

## Management of Resources

- Work closely with the Governing Board and the Director of Operations and Finance to ensure all financial resources are managed within agreed budgets and that the Russell School Trust's short-term and long-term financial sustainability is retained.
- Ensure that value for money for fee payers and service users is clearly demonstrable.
- Be responsible for the Russell School Trust organisational structure, ensuring that it is fit for purpose and can deliver the school's short-term aims and longer-term strategic plans.
- Be responsible for determining and implementing any change management programmes as required, for example, restructuring processes.
- Work closely with the Governing Board and the Director of Operations and Finance to ensure risks to the Russell School Trust are understood and mitigated as far as possible via the Risk Register.

## Keeping Children Safe in Education

- The Russell School Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002, and expects all staff and volunteers to share this commitment.
- The Executive Head will:
- Work with governors to ensure that all safeguarding duties are complied with under the relevant legislation.
- Work with governors to ensure that policies, procedures and training in the Russell School Trust as set out in the current statutory guidance "Keeping Children Safe in Education" and "Working Together to Safeguard Children", are effective and comply with the law at all times.
- Ensure sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.



## Person Specification

### Qualifications and Training

- Degree qualified
- Qualified Teacher status or equivalent
- Professional development in preparation for an executive leadership role

### Experience

- Senior teaching and leadership experience in an independent school
- Working with, and developing strong relationships with, external stakeholders
- Line-management experience, leading colleagues towards successful outcomes and professional development
- Financial experience, including resource and budget management, income generation and effective financial monitoring

### Skills and Knowledge

- Understanding of strategic planning, tools and techniques alongside visionary thinking for the benefit of the Trust
- Understanding of curriculum and assessment design, development and delivery
- Good knowledge of current issues in education
- Understands the roles and responsibilities of an Executive Head and of Governors in independent schools
- Financial management, planning and monitoring
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships
- Understanding of child protection and safeguarding issues

### Personal Qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust with strong community focus
- Enthusiasm and commitment to leadership, and promoting a collaborative and supportive working environment
- Ability to work under pressure and prioritise effectively
- Strong sense of kindness, warmth and integrity
- Possesses emotional intelligence and demonstrates empathy
- Inspires trust and confidence within and across the schools and communities
- Able to think creatively and demonstrate initiative in solving problems
- Able to exercise flexibility, resilience, good judgement, approachability and enthusiasm
- Commitment to always maintaining confidentiality



# Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team.

## Transport links

The Coombe Lane tram stop is opposite the School entrance, providing a direct link to East Croydon Station with onward services to central London and Wimbledon.

## In addition, we offer:

- Pension scheme and life insurance
- On site, family accommodation
- Meals in the dining hall during term-time
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

## Further Information

*The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.*



# How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Royal Russell on this appointment. Candidates should apply through our website at **roles.saxbam.com** using code **TBZCA**. Click 'apply' and follow the instructions to upload a CV and cover letter addressed to Andrew Merriman, and complete the online equal opportunities monitoring form.

Should you wish to have a confidential conversation about this role please contact Jo Ogilvy at [jo.ogilvy@saxbam.com](mailto:jo.ogilvy@saxbam.com).

**Closing date:** Tuesday 19<sup>th</sup> May at 9am

## Key Dates

- First round panel interviews on Wednesday 17<sup>th</sup> June
- Psychometric assessments will be conducted between the two rounds
- Second round panel interviews on Monday 29<sup>th</sup> June

## Important Information

The equal opportunities monitoring form will not be shared with anyone involved in assessing your application. An application form will be required for all shortlisted candidates.

## GDPR Personal Data Notice

We are only able to process your Sensitive Personal Data with your express consent. Please do not include any Sensitive Personal Data within your CV, and do not include contact details for referees without their prior agreement.

## Due Diligence

Due diligence will be carried out as part of the application process, which may include searches via internet search engines and public social media accounts.



# Campus Map

Our 110-acre campus contains incredible facilities for learning.



## Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

## Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astroturf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

## Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



Royal  
Russell

[www.royalrussell.co.uk](http://www.royalrussell.co.uk)

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