### PHILLIPS EXETER ACADEMY



# **APPOINTMENT OF PRINCIPAL**

# CONTENTS

- 03 A leadership opportunity like no other
- 04 The Exeter Difference
- 08 Strategic Plan
- 09 Trustees, Administration, Faculty and Staff, and Governance

- 11 Finances and Campus
- 12 Advancement
- 14 Role Description
- 16 Person Profile
- **18 Terms of Appointment**
- 19 Appointment Process and How to Apply



WE

ME !!

nr hr

THE THE



### A LEADERSHIP OPPORTUNITY LIKE NO OTHER

Exeter looks forward to welcoming a visionary and strategic leader as our 17<sup>th</sup> Principal.

With nearly 1,100 students drawn from 46 states, 42 countries and all backgrounds, Exeter is a vibrant community of intellectual inquiry, celebrating curiosity and cultivating potential. The Harkness pedagogy, which originated at our school, is a defining strength which extends far beyond the classroom and forms a foundation for our commitment to academic excellence and developing young adults who will contribute meaningfully to our society.

Our students benefit from a world-class learning environment, and our exceptional resources – human, financial and physical – enable us to provide a truly transformative educational experience. We are an intentional community, deriving clear purpose from our mission and values. In an unpredictable and increasingly divided world, the power and potential of these values has perhaps never been greater than it is now. Exeter has many strengths, but our success has never come from standing still. As we continue to evolve to empower the next generation of Exonians to take their place in the world, we look to our future with excitement and ambition. Our next chapter is full of extraordinary opportunities and our Principal will play a critical role in ensuring we continue to fulfil our timeless mission to "Unite goodness and knowledge and inspire youth from every quarter to lead purposeful lives."

We will celebrate the centenary of the Harkness gift in 2030 and the 250<sup>th</sup> anniversary of our founding in 2031. These significant milestones present a unique and compelling opportunity for a new strategic plan and major fundraising initiative in support of an ambitious future.

The position of Principal of Exeter is one of the most rewarding and prestigious posts in education. This is a remarkable opportunity for an outstanding leader to shape the next chapter of one of the world's leading academic institutions.

It is an exciting time for Exeter, and we hope that you will join us.

PHILLIPS EXETER ACADEMY | APPOINTMENT OF PRINCIPAL | 03



### **THE EXETER DIFFERENCE**

### **INTRODUCTION**

Phillips Exeter Academy is a co-ed, independent, residential school with a rich heritage of 244 years of fostering curiosity and cultivating potential. Exeter was co-founded in 1781 by John and Elizabeth Phillips who believed every student should have access to the very best education — one that embraces the ideals of both goodness and knowledge.

Exeter has a long tradition of academic excellence and a commitment to empowering Exonians to find their place in the world. We attract outstanding students and prepare young adults ready to make a positive difference. Today we are home to nearly 1,100 students from grades 9 through 12 and postgraduates. With average class sizes of 12 and a student-to-teacher ratio of 6:1, more than 450 courses in 18 subject areas, and the opportunity to study on five continents,

Exeter provides unparalleled opportunities for self-discovery and intellectual exploration. As part of our deep commitment to equipping our students to live purposeful lives, we provide exceptional support in preparing them for college and the world beyond.

In 2022, we were proud to honor the vision of our founders by becoming need-blind in our approach to admissions. We admit students without regard for their ability to pay the tuition and we meet 100% of the demonstrated need of every admitted student. 45% of our students receive financial aid and we awarded \$26 million in financial assistance this academic year. Our deep commitment to access is central to our educational approach and mission.



### **OUR MISSION AND VALUES**

### MISSION

In 2020, we introduced an updated, concise expression of our mission statement to:

"Unite goodness and knowledge and inspire youth from every quarter to lead purposeful lives."

Each word is derived from the Deed of Gift, our founding document written in 1781, and reaffirms our commitment to providing students with an education grounded in excellence.

#### VALUES

The Exeter community is united by a shared commitment to the following core values:

#### **Knowledge and Goodness**

Exeter was built on the foundational belief that an outstanding education brings together the ideals of both goodness and knowledge. We continue this commitment today. The challenges that students meet at Exeter and the support they receive have a common objective: to stimulate their development as individuals and to prepare them to lead purposeful lives.

#### Academic Excellence

Academic excellence is a signature strength of our school. In every discipline and at every level within our curriculum we inspire students to develop critical thinking skills and seek complex truths. Intellectual exploration through rigorous inquiry and thoughtful discourse at the Harkness table nurture inquisitiveness, creativity, insight, empathy, independent thought and mastery in our students. One of the key differentiators of an Exeter education is that our students learn by exploring complex material alongside exceptionally bright peers from different walks of life. Our broadly representative student body, our highly selective admissions and Harkness make for a powerful and unique combination which truly sets the Exeter experience apart.

#### Youth from Every Quarter

"The Academy shall ever be equally open to youth of requisite qualification from every quarter." (*The Deed of Gift*). We seek to build an intentionally diverse community of students and adults. We are committed to teaching the skills, modeling the behaviors, providing the resources and cultivating the inclusion and sense of belonging that unlocks the richness of our community. Our Harkness pedagogy is grounded in the belief that we are all better equipped to learn and to lead when our thoughts are tested by others, particularly by those whose ideas, perspectives, experiences or identities differ from our own.



#### Youth is the Important Period

The "time of youth is the important period" (*The Deed of Gift*) to instill a lasting capacity to nurture one's self, develop a sense of one's own potential and consider one's place in the larger whole. Our residential community encourages students to explore emerging interests – academic, artistic, athletic and extracurricular – with similarly motivated peers and in the process develop their values and passions and the agency needed to carry these forward.

#### Non Sibi

Non Sibi, or Not For Oneself, inscribed on Exeter's seal, attests to the philosophy that wisdom gained here should be used for others as well as for oneself. Exonians are motivated by this philosophy to face the challenges of their day. Teaching and living the principles of a just and sustainable society – environmentally, economically and socially – are fundamental to this philosophy today. Exeter seeks to prepare young people whose ambitions and actions are inspired by their interest in others and the world around them.



### HARKNESS

Harkness is a key differentiator of an Exeter education, and it defines our institutional culture.

The Harkness method of instruction, with 12 students and one instructor working together around one table, originated at Exeter with a gift from Edward Harkness. It begins in the classroom and extends beyond it, to field, stage and dormitory common room. Harkness centers and depends on critical thinking and collaboration, listening to and valuing every voice at the table, and teaching the art and power of respectful discourse. These skills equip our students to live purposeful lives. As the wider world tilts ever more toward discord and division, the value of these skills and the art of civil discourse seems ever more important.

Exeter will celebrate 100 years of Harkness in 2030. Our approach to Harkness has evolved considerably over the last century and as the broader educational landscape continues to change, we are excited about the opportunities for further development.

### **COMMUNITY AND INCLUSION**

Our commitment to excellence in education and our commitment to building a wide-ranging, broadly representative and inclusive community go hand in hand. One cannot be separated from the other.

Educating youth from every quarter has been an Exeter hallmark since its founding in 1781 and is a signature strength of our school that propels learning and growth. The intentionality of our community calls upon each of us to explore, celebrate and learn from each other's differences, and we are committed to fostering an environment in which all our community members feel they can bring their full selves forward and thrive.

Exeter has long been a leader among secondary schools in fostering an increasingly diverse community where every student experiences a deep sense of belonging. We seek students of promising academic ability and strong character from a wide range of backgrounds, experiences, and identities – socioeconomic, ethnic, religious, racial, gender, geographical, viewpoint, and cultural – and the rich mosaic that results is one of the defining strengths of our school.

In 2017, the Trustees adopted a vision statement that recognizes that a broadly representative and inclusive community are critical to sustaining and strengthening our tradition of excellence in all aspects of life at Exeter. The full statement can be found **here**.



### **BEYOND THE CLASSROOM**

An Exeter experience encourages the discovery of passion and purpose. Our students enjoy a wide range of extra-curricular activities, exploring their talents and achieving at a high level across a rich variety of pursuits outside the classroom.

Athletics are a cornerstone of life at Exeter, developing character and common purpose through the challenge and reward of competition. Fielding over 60 teams, the Academy won nine New England championships last year. Our students also have virtually endless options to express their creativity through the performing and visual arts. There are over 50 musical performances each year and our state-of-the-art Goel Centre for Theatre and Dance is testament to our commitment to the performing arts. In addition, our students pursue a wide array of intellectual and professional interests at an advanced level through independent research projects; clubs such as the Philosophy club and the Economics club; and teams such as Debate, Mock Trial, and Robotics that often compete at the national level. Our campus life is further enriched by numerous social service opportunities, a wide array of affinity groups that enable students to explore identity and make connections, and some activities that are for pure fun, such as building a Lego replica of our renowned library.

### **SUSTAINABILITY**

Exeter is dedicated to engaging our entire community about the challenges posed by climate change, and to empowering our students to become future environmental leaders.

In 2023, we launched *Building from Strength Toward a Zero Carbon Future*, our first comprehensive sustainability and climate action plan.

The full plan can be accessed **here**.



## **STRATEGIC PLAN**

In the Fall of 2019, Principal Rawson established a set of strategic priorities for the development of Exeter. These strategic priorities were grouped into three sections: our people, our purpose and our place.

### **OUR PEOPLE**

- Need-blind admissions
- · A deep sense of belonging for every student
- · More diverse faculty, administration and staff
- · Support for faculty, administration and staff

### **OUR PURPOSE**

- All students thriving: health, wellness and balance
- An institutional commitment to innovative thinking in curriculum and program
- A Centre for Excellence and Innovation in Teaching and Learning
- Sustainability and development of a climate action plan

### **OUR PLACE**

- An expanded Assembly Hall
- A new dining facility to replace Wetherell dining hall
- A new dormitory
- · Restoration of the Davis Library

Significant progress has been made in many of these areas. From the historic transition to need-blind admissions to the launch of the sustainability and climate action plan, from the opening of New Dining Hall this past Fall to a strengthened sense of belonging on campus, we have achieved a great deal.

These developments, among many others, contribute to our optimism and excitement for the next chapter. The next Principal will work with the Trustees, faculty, staff, students and the broader Exeter community to build on this progress, and map out our comprehensive new strategic plan for an ambitious future. Academic innovation and student health and wellness are two areas where we see significant opportunities for our school. The next decade for Exeter includes two extraordinary milestones: the centenary of Harkness in 2030 and the 250th anniversary of the Academy's founding in 2031. These important milestones present a unique and compelling opportunity for significant fundraising in support of the future. Drawing on the collective wisdom and expertise of our community, our new Principal will shape the strategy to meet the changing needs of our students and position Exeter to flourish in the next decade and beyond.



### TRUSTEES, ADMINISTRATION, FACULTY AND STAFF

#### **TRUSTEES**

Exeter is governed by a dedicated body of alumni volunteers with varied and expert backgrounds. Our Trustees oversee the administration of the school and the management of its physical and financial resources.

There are 22 Trustees. The group consists of the Principal, who is appointed by the Trustees and serves as a member for the duration of their tenure; 17 term Trustees, who serve one or two five-year appointments; and the President and two Vice Presidents of the General Alumni Association (GAA), who are elected by that association's Board of Directors. These GAA-elected Trustees typically serve one or two terms of two years.

The current President of the Trustees is Kristyn McLeod Van Ostern '96. Ms Van Ostern was elected President in Fall 2023 and has committed to at least a three-year leadership term which began on July 1, 2024.

To learn more about Trustees, please visit this page.

#### **ADMINISTRATION**

The Principal leads and works closely with a high performing administrative team. This team comprises:

- Assistant Principal
- Dean of Faculty
- Dean of Students
- Dean of College Counselling
- Dean of Enrollment
- Director of Physical Education and Athletics
- Chief Financial Officer
- Director of Investments
- Director of Institutional Advancement
- Director of Communications
- Director of Facilities Management
- General Counsel
- Director of Human Resources
- Director of the Principal's Office

The next Principal will lead and shape a strong team comprised of colleagues new to Exeter, and new in current post, as well as longer serving administrators with deep institutional memory.



### **FACULTY AND STAFF**

Our commitment to excellence in education and our focus on youth from every quarter and creating a welcoming community make Exeter a destination for exceptional faculty and staff.

Over 90% of the faculty hold an advanced degree and over 25% hold a PhD. We benefit from the expertise and professional support of over 500 dedicated staff.

We are committed to ensuring that Exeter is an outstanding place to work for all adults in our community, and our goal is that all members of faculty, staff and administration thrive in their work, development, and careers. Our faculty and staff culture is professional, inclusive, and empowering. We seek to inspire in all our employees a commitment to excellence, personal growth, accountability to oneself and others, respect, gratitude, humility, and generosity of spirit.

### **GOVERNANCE**

The Academy's bylaws invest overall governance authority in the Trustees. In November 2023 a memo was shared with all employees, reiterating the Trustees' delegation of authority and responsibility for effective administration and operation of the Academy to the Principal, and clarifying that faculty authority to make decisions, through committees or otherwise, is derived from the Principal. These key principles form an important foundation for work now underway to review current faculty committees and decision-making practices. This work will be mostly completed prior to the arrival of the new Principal.

Faculty involvement in decision-making has been a strength of Exeter for many years. It will be important that our new leader recognizes that the collective wisdom and expertise of our faculty brings considerable benefits to our community, while also understanding that it is the Principal who has ultimate responsibility for decision-making.



### **FINANCES AND CAMPUS**

### **FINANCES**

Exeter is in a position of excellent financial strength with an endowment of \$1.6 billion reflecting generations of philanthropy from loyal and committed alumni and parents.

Financial resources are managed carefully with a goal of long-range financial sustainability and maintaining purchasing power for future generations to come. The Academy consistently adheres to balanced operating budgets approved annually by the Trustees. The operating budget for the fiscal year 2024 was \$134 million, largely driven by people, place and program. This includes salaries, benefits and facilities renewal with a debt service load of less than 2.6%.

Program expenses are funded largely by philanthropy and tuition (60% and 32% respectively in 2025) with need-blind admissions fully funded by restricted endowment and annual giving. Our historical and ongoing consistency of excellence in alumni, parent and donor participation and support, strength in admissions demand, yield and highly competitive admissions ratios, along with steady financial management and oversight have consistently earned the Academy an AAA credit rating with S&P, the highest rating available.

### CAMPUS

With 700 acres, 147 buildings and the world's largest high school library, our campus is a remarkable place of learning. Our students benefit from access to exceptional facilities and our physical spaces are designed to encourage intellectual inquiry, discovery and discussion.

We invest significantly in our physical environment to serve our community and advance our mission. Investment is grounded in and guided by a comprehensive capital renewal plan. Our next significant capital project is a \$70 million renovation of our iconic Academy building. Construction will begin in the summer this year and is expected to be complete by August 2027. This project is almost fully funded by a designated renewal fund and philanthropy.

Careful consideration of the environment influences nearly all aspects of school life, and that extends to our facilities. As a U.S. Department of Education Green Ribbon School, we have increasingly utilized green building practices, and now all major projects follow a nationally recognized protocol for sustainable construction.

Our campus is located in the center of Exeter, a charming and historic town near the New Hampshire seacoast. We are one of the largest employers in Exeter and the relationship between the Academy and the town is strong.



### **ADVANCEMENT**

### Exeter has a history of philanthropic support that has built the school from its founding.

With annual gift revenue between \$30-80 million (the majority of this is made up of designated major gifts complemented by the unrestricted Exeter Fund) over the past decade, our advancement operation is considered a gold standard among our Eight Schools Association peers, and among independent schools around the world. The strength of the Academy, and of the education we provide, are in large part the result of the generosity of generations of Exonians who have been inspired to support our work.

The last comprehensive campaign, *The Exeter Initiatives*, raised over \$300 million and concluded in 2009. With the upcoming 100<sup>th</sup> anniversary of Harkness and 250<sup>th</sup> anniversary of the founding of the Academy, there are compelling opportunities to build on Exeter's long tradition of strong philanthropic support in celebrating these milestones. Advancement will therefore be an important part of the role of the new Principal, and the partnership between Advancement and the Principal will continue to be central to the success of fundraising at Exeter.

### THE EXETER FUND

The Academy's annual giving program stands as a testament to the incredible support and generosity of our alumni, parents, faculty, staff and friends around the world. The Fund raises \$8-10 million each year in support of the school's operating budget.

In recent years, alumni participation in annual giving has been in the range of 25-28%, while parent participation is over 60%. Increasing participation among young alumni is both a challenge and an opportunity and is essential in laying the groundwork for future philanthropic initiatives.



#### **FINANCIAL AID**

With the transition to need-blind admissions, fundraising for the past several years has been focused on financial aid, with a goal of raising \$135 million. This effort has generated over \$133 million to date, and we expect to exceed the goal shortly. Because of the strength of the philanthropic support, the Trustees voted to adopt need-blind admissions beginning in 2022. This is a source of great pride and inspiration for the entire Exeter community.

### FACILITIES

In recent years, philanthropic support has also been critical to realizing the vision for additions and improvements to Exeter's campus. The Goel Center for Theater and Dance, the new field house, new dining center, new dormitory, and the renovations of Davis Library and the Academy Building have all been made possible in part or in full by the generous support of our community.

#### **ALUMNI ASSOCIATION**

Exeter's alumni relations department supports the bonds between alumni and the school, conducting over 150 engagement events around the world every year. There are approximately 23,000 living alumni. Reunions at Exeter span the entire month of May, with groups of reunion classes on campus at various times to create an optimal experience.

#### **FAMILY ENGAGEMENT**

The Family Engagement and Giving team conducts events around the world to connect parents with the school and with each other. The Parents Committee leads the charge on fundraising from parents, and the FEG staff collaborates with the Principal in securing leadership gifts.



### **ROLE DESCRIPTION**

As one of the world's leading academic institutions, Exeter is a high performing school with a centuries-old tradition of excellence. Our next Principal will inherit a thriving community ready to embark on the next chapter with energy, optimism and ambition.

This leadership challenge is about evolution rather than revolution. Our new Principal will strike a careful balance between enriching our existing strengths and leading change and innovation in service of our mission.

The key areas of responsibility for the Principal are:

### **STRATEGY AND VISION**

- To invest in listening, learning, and understanding our community, balancing a deep respect for tradition with creativity and new ideas.
- To partner with the Trustees, faculty, staff, students, alumni and parents in an inclusive process to envision excellence at Exeter in the next decade and beyond.
- To translate this into an inspiring strategy that builds on Exeter's many strengths and establishes clear institutional priorities which advance our mission and are aligned with our values.

• To steward a collaborative and creative process to redefine the value proposition for Exeter at 250, recognizing the challenges to the traditional independent boarding school model, and embracing the opportunity for Exeter to be a leader.

#### EDUCATIONAL DEVELOPMENT

- To articulate a clear vision for outstanding 21<sup>st</sup> century secondary education, preserving our values and culture while evolving Exeter to meet the changing needs of future generations of students.
- To lead with a clear emphasis on student health and well-being, keeping our students at the heart of all decision-making, and ensuring wellness and thriving are integral to the Exeter experience.
- To be imaginative about the future of education, creating space and opportunity for our talented educators to think strategically about AI and technology, curricula innovation, the changing college landscape and the world of work and other educational trends.

### **ORGANIZATIONAL LEADERSHIP**

- To develop a strong partnership with the Board of Trustees, valuing support and challenge in a relationship based on mutual trust.
- To lead, inspire and empower a large, high performing administrative team, bringing together the best of new perspectives and deep institutional knowledge.
- To delegate effectively, modelling a 'high trust, high autonomy' approach to leadership, underpinned by a deep respect for the expertise and wisdom of faculty and staff.
- To work in partnership with the Trustees and the Chief Financial Officer to ensure effective resource management and long-term financial sustainability.

### ADVANCEMENT

- To be a compelling storyteller, sharing an inspiring vision for Exeter with new and existing donors to further enrich the culture of giving on which the Academy is built.
- To seize the significant opportunities presented by the 250<sup>th</sup> anniversary of the Academy and the 100<sup>th</sup> anniversary of the Harkness gift to develop a significant new fundraising effort.
- To play a critical role in identifying fundraising priorities and partnering with the Institutional Advancement Team to secure leadership gifts in support of those priorities.



### **COMMUNITY AND CULTURE**

- To be a visible, accessible, and approachable leader who fosters a vibrant, stimulating, inquisitive, and inclusive campus community.
- To support a strong sense of belonging for all members of the Exeter community students and adults alike.
- To engage meaningfully with students, demonstrating genuine interest in their lives and finding joy and fulfilment in every opportunity for connection.
- To champion student health and wellness as an integral part of Exeter's commitment to academic excellence.
- To demonstrate respect for all manner and types, backgrounds, viewpoints, and experiences, an orientation toward inclusion, and cultural competency in all aspects of Academy life.





### PERSON PROFILE

Our next Principal will be an exceptional leader and an inspiring relationship builder with the vision to lead Exeter into an exciting new chapter.

The Search Committee recognizes the challenge and complexity of the position, and that no one individual will have all these skills and attributes in equal measure. However, a blend of the following experience, skills, knowledge, values, leadership style and personal attributes will be important.

### **EXPERIENCE**

- A track record of successful strategic leadership in large, complex and diverse organizations.
- An understanding of the opportunities and demands of leadership in a residential educational community. This is most likely to come through experience in a leadership role but may also have been gained as a boarding school student or employee.

- A deep educational background and a passion for working with high schoolers.
- Strong academic credentials with the intellectual flexibility to flourish in an organization committed to academic excellence.
- Experience in leading, inspiring, and empowering strong teams, with a clear commitment to the continued professional development of our leaders, faculty, and staff.
- Demonstrable success in managing strong relationships with a range of different stakeholders, effectively balancing different needs and priorities.



### SKILLS AND KNOWLEDGE

- The ability to articulate an inspiring vision, set challenging goals, prioritize strategically, and delegate for success in a large institution.
- A sophisticated approach to change management with experience of guiding successful organizations through positive change.
- The confidence to listen actively, embrace vigorous debate, weigh different perspectives, and the courage, and wisdom to make tough decisions.
- A compelling and effective communicator who can connect with a broad range of audiences.
- A deep and reflective listener, an inspiring and persuasive speaker, and an excellent writer.
- High level delegation skills with a record of giving ownership and supporting colleagues to grow and thrive.
- A deep understanding of, and continual curiosity about, the key trends in education and the challenges and opportunities these offer Exeter.
- A real interest in adolescent development, behaviour and well-being.

- A clear appreciation of the role of advancement in modern school leadership and a personal commitment to relationship building with key alumni and donors.
- A strong understanding of the business dimensions of successful 21<sup>st</sup> century school leadership, such that Exeter's resources – financial and human – bring greatest benefit to our students.

### VALUES, LEADERSHIP STYLE AND PERSONAL ATTRIBUTES

- A deep sense of purpose and joy in working with young people and a strong personal commitment to supporting all our students to flourish at Exeter.
- An authentic champion of the values that unite our community, underpinned by a genuine resonance with our mission.
- A highly visible and strongly relational leadership style with the personal warmth to build connections across our community.
- A strong moral compass with high levels of stamina, energy, humility, empathy, self-awareness, and resilience.
- A strong sense of self with the inner confidence to follow a highly successful Principal, and the professional wisdom to steward an outstanding school through the next stage of an exciting journey.

# **TERMS OF APPOINTMENT**

2

Our new Principal will be expected to take up the position on July 1st, 2026.

An excellent remuneration package commensurate with the importance of the position and the experience of the position holder will be offered. The successful candidate will be expected to live in the Principal's house on campus.

PHILLIPS EXETER ACADEMY | APPOINTMENT OF PRINCIPAL | 18



### APPOINTMENT DETAILS AND HOW TO APPLY

Exeter is partnering with Perrett Laver to conduct a thorough, broad and inclusive search in parallel with the public advertisement of the position. Perrett Laver will support the Search Committee in the discharge of its duties both assisting in the assessment of candidates against the requirements of the role and identifying the widest possible field of candidates.

This is a confidential search. All candidate names will be kept confidential throughout the process. There will be opportunities for finalist candidates to meet with a small group of stakeholders, and if desired, visit campus. These meetings and visits will be conducted in a way which protects candidate confidentiality.

Applications should consist of a full CV and cover letter. Completed applications should be uploaded to https:// candidates.perrettlaver.com/vacancies/4651/principal/. The closing date for applications is 08:30am EDT on Friday, May 23<sup>rd</sup>, 2025.

The longlist of candidates will be selected in the week commencing June 2<sup>nd</sup>, 2025 and longlisted candidates will meet in person with Perrett Laver during July 2025. The shortlist of candidates will be determined in the week commencing August 25<sup>th</sup>, 2025 and shortlisted candidates will be invited to attend a first round of online interviews with the Search Committee on Wednesday, September 24<sup>th</sup>, 2025. Finalist candidates will have the opportunity to meet with the Search Committee Chair informally ahead of the final stage interviews with the Search Committee in person on Monday, October 20<sup>th</sup> and Tuesday, October 21<sup>st</sup>, 2025.

We recognize the importance of flexibility in such an important appointment process and the outline above is presented as a guide.

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerized database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website http://www.perrettlaver.com/information/privacy/.

## PHILLIPS EXETER ACADEMY

www.



12 1

