



## Job Profile: Prep School Secretary

<b>JOB TITLE:</b>	Prep School Secretary	<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	Head of Prep	<b>LOCATION:</b>	Sherfield School

**Hours:** 8.00am–5.00pm, Monday to Friday, 30 minutes unpaid lunch break.  
Up to 12 weekday evening meetings per year.  
*\*There are occasions when other events scheduled for evenings or weekends require you to work outside of these hours. There may also be rare occasions where it is necessary to work Saturday mornings. Either remuneration or time off in lieu will be provided at the discretion of the headmaster.*

**Terms:** Permanent Contract –, 25 days' annual leave plus bank holidays\*  
*\*All holiday is to be taken during the school holidays. Note that there is a need to work a few days at the end of each term and a few days prior to the start of the Autumn term. There is also a requirement to work for up to four days in the summer, in the weeks of the public exam results days in August*

**Benefits:** Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;  
Contributory Pension Scheme;  
In-house training;  
50% discount on up to two children (pro rata'd if part time)

### PURPOSE OF THE JOB:

The post-holder primarily will provide a high level, confidential and comprehensive secretarial, administration service and strategic support to Head of Prep.

**Liaison with:** Head of School, Head of Prep, Senior Leadership Team, Extended Leadership Team, Board of Governors, EIM Senior Management, all teaching and non-teaching staff.

**External liaison:** Current and prospective students and parents, Friends of Sherfield, suppliers, other school stakeholders.

The role is integral to the smooth running and organisation of the day to day administration associated with a the Prep school, to promote Sherfield School and to ensure the best pupil/parent experience.

*This job description should be seen as indicative of the type of responsibilities included within the role, of being part of a team supporting the future development of the school and not as a comprehensive list.*

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## **1. ORGANISATION CONTEXT:**

- Head of School
- Head of Prep
- Senior Leadership Team

## **2. PRINCIPAL ACCOUNTABILITIES:**

- To provide high quality administrative and secretarial support to the Head of Prep including responding on their behalf to calls and emails, drafting letters /correspondence, taking action where possible and keeping them informed of any relevant matters concerning pupils, parents or staff;
- To be able to digest, summarise and give briefings on documents, as required;
- To be the first point of contact with telephone calls made to the Head of Prep by parents and others;
- To maintain the Head of Prep's diary, prioritising and arranging meetings, avoiding clashes, anticipating and solving problems in advance and communicating well with all concerned;
- To deal with correspondence at governance/executive level, as well as with dignitaries, parents, staff, pupils and others as directed by the Head of Prep and to treat such matters with confidentiality and sensitivity;
- To develop and maintain good working relationships with teaching staff, support staff, volunteers and parents;
- To provide general office assistance to anything Prep School related;
- To make arrangements for the hospitality offered by the Head of Prep for guests;
- To undertake such additional duties as might be reasonably requested by the Head of School, Head of Prep or other authorised person.
- To cover the Main School reception desk at times when required, including greeting parents, following up on daily registration and general administration tasks.
- To help cover reception area one day per week and as and when required.

### **Responsibilities Specific to Sherfield**

- Assist with the organisation of key annual whole school and prep school events, including Productions, Sports Day, Prize Givings etc.
- Act as school liaison for Friends of Sherfield (FOS): act as point of contact for the parent group: attend FOS meetings as school representative and advise on suitable dates for events.

### **Other Responsibilities**

- Arrange Commendations (rewarding pupils for good behaviour);
- Produce letters when required;
- Take and produce
- Be aware of the requirements of the Independent Schools' Inspectorate in respect of the support provided to the Head of Prep;
- To use the relevant areas of iSAMS which relate to the Prep School;
- Supporting the administrative team, answering general correspondence and assisting with filing, photocopying and shredding to ensure excellent customer service;

- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils;
- Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school;
- To participate in staff programmes for training, in particular safeguarding and Health and Safety;
- Share in the corporate responsibility for the well-being and discipline of pupils;
- Promote the good work of the school in the wider community;
- To undertake such additional duties as might be reasonably requested by the Head or other authorised person;

February 2024

## PERSON SPECIFICATION

### Skills and knowledge

Well organised, able to approach work methodically, prioritise and meet deadlines.	Essential
Exceptional written and verbal communication skills.	Essential
Excellent organisational, interpersonal and team working skills.	Essential
Problem solving skills.	Essential
Confident user of Microsoft Office (Word, Excel, PowerPoint, Publisher, Visio, Advanced Outlook).	Essential
Experience of producing presentations and external documents to a very high standard.	Essential
Experience of using iSAMS database would be beneficial (although training will be provided).	Desirable
Managing multiple projects and activities and deliver within a fast-paced and varied environment is essential.	Essential
Effective communication skills.	Essential

### Qualifications/Attainment

GCSE grade A* - C in English and Maths or equivalent.	Essential
Degree preferred or relevant industry experience and hold administrative qualifications.	Desirable

### Experience

Operated extensively at EA/PA level previously.	Essential
Working with young people, ideally in an educational environment.	Desirable
Building and maintaining long-standing relationships with stakeholders of varying levels.	Essential

Effective administrative skills, including the ability to organise and prioritise own workload in order to meet tight deadlines, whilst maintaining a high degree of accuracy.	Essential
Ability to influence positively across other departments.	Essential
Ability to work confidently with a range of people, both within the School and externally.	Essential

### **Attitude/approach**

Able to establish and maintain excellent working relationships with colleagues, and to relate appropriately to pupils.	Essential
The ability to work as part of a team and also independently.	Essential
An enthusiastic and professional attitude and commitment to learning new skills.	Essential
Discreet and able to deal with confidential information.	Essential
Tact, diplomacy and confidentiality at all times.	Essential
Ability to use initiative appropriate to position and anticipate potential issues – and the confidence to flag this to the Head of School.	Essential
Demonstrates a robust and supportive attitude towards difficult or challenging situations with parents and other stakeholders.	Essential
Be an effective communicator and have the ability to influence positively across other departments.	Essential
Extremely well organised, the ability to multi task, excellent planning and prioritising ability to cope with peaks of demand.	Essential
Able to respond flexibly to the demands of working in a school environment.	Essential
Demonstrates polite, helpful manner.	Essential
Self-motivated, high energy and pro-active with a 'can-do' attitude.	Essential
Calm, professional manner which promotes confidence and respect to all staff and students.	Essential
Presents a professional image both internally and externally at all times.	Essential
Flexibility at all times.	Essential
A desire to continue to learn and develop.	Essential
An understanding of safeguarding within an educational setting.	Desirable