Elstree School

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Candidate information pack for the position of
Part-time School Secretary
To start as soon as possible

Elstree School







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Welcome
Thank you for your interest in our part-time School Secretary role at Elstree Preparatory School. We hope the following information is useful for you:

Set in 150 acres of stunning parkland in rural West Berkshire, Elstree welcomes boys and girls aged 2-13 years. Originally founded in 1848, Elstree moved to its current location in 1939 and opened its Pre-Prep in 1993. It offers full, weekly and flexi boarding from Year 4 onwards.

About the school
We are a close community and pride ourselves on the very special, warm environment, influenced largely by the family principles of Elstree School. We understand each parent's desire for their child to feel happy and secure. We consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at Elstree. All children are valued as individuals and are encouraged to explore and develop their talents to the full.





School Life
Whilst the emphasis on the academic side is vital, every child is encouraged to have a go at a very broad range of activities and all of their achievements are celebrated, whatever the field. Our teachers ensure that each child is given the opportunity to shine in many areas of school life and so develop a sense of accomplishment and personal worth.

Boarding
We firmly believe in the benefits of the boarding experience. It enables pupils to learn to live as part of a community; to build up their self-confidence, independence and organisation skills; to pursue a wealth of activities and interests and to build up strong friendships. There is a wide range of Boarders' Clubs to get involved in – from torchlight games to cookery, scalectrix and board games to judo and touch rugby and many more.





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Academic

Our whole school Curriculum Policy offers a wide choice of experiences, skills and subjects from the Early Years Foundation Stage (EYFS), through Key Stages 1 & 2, to Common Entrance and Scholarship level. We aim to realise the highest academic expectations for all pupils within a framework of proven learning techniques and innovative and exciting teaching methods.



Performing & Creative Arts

Alongside the pursuit of academic excellence, rooted in the School's ethos is the importance of giving children a proper childhood; participating in group and individual activities that develop their own characters and relationships with others. Art, Music, Drama and DT are therefore vital subjects in the education of children and it is important they receive equal standing with all other parts of the curriculum.





Sports

Elstree offers a broad and extensive range of sports in the weekly games programme and gives every child the opportunity to unlock and maximise their potential. It is fully inclusive and aims to challenge, develop and improve their knowledge and skills at the appropriate level. We are fortunate to have highly experienced and dedicated staff who coach both junior (Year 3 and 4) games and senior (Year 5-8) games every day.





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Job Description
Part-time School Secretary
Appointed by and reporting to: The Headmaster's PA

Role Summary
An organised and efficient school secretary with excellent interpersonal skills is required to join the Administrative team in the School Office. The individual will be enthusiastic, personable, adept in IT skills especially in the use of databases and spreadsheets. The responsibilities will encompass a breadth of secretarial and administrative responsibilities and will be shared with their counterpart working on the alternate days. This role will also support the Head of Admissions.

Specific Duties of the Post
School Secretary shared tasks

- Dealing with routine enquiries from parents/pupils, staff and visitors which includes regular monitoring of the Office in-box including during the school holidays as required.
- Registration morning and lunchtime; to include registration of children who are late and who go out of School in line with school procedures.
- Use of iSAMS to include updating and maintaining the pupil database, inputting new pupil data, and the mail-merge of reports and labels.
- Answering telephone queries and monitoring voicemails including those received during the school holidays as required.
- Dealing with incoming and outgoing mail including franking and distribution of post and keeping the franking machine in credit.
- Greet and sign in visitors, being aware of the school's safeguarding procedures.
- Collate information and maintain spreadsheets as requested.
- All admin for ESA – update on iSAMS and Excel spreadsheet and maintain the alumni database, records and events programme.
- Sending correspondence to parents via iSAMS including twice weekly whole school bulletins.
- Using MS Outlook, co-ordinate the multi-room booking system and complex diary bookings, liaising with the Bursary to organise minibuses for sporting events, local trips and sports events.

Working with the Head of Admissions

- Support the Head of Admissions to include general administration support, iSAMS updates and assist with the admissions administration and with the planning and preparation for the school's Open Mornings.
- Assist with all documents for pupils starting or leaving Elstree School including transfer and safeguarding reports.
- Production of name badges members of staff and creation of name labels for school events.

Other Support

- Act as central focal point for co-ordinating the school's data upload to the annual DfE and ISC censuses. Work with the IT department as necessary to ensure accurate reports and data.
- Update and maintain the register for the activities registers and production of Team Sheets for matches.
- Ad-hoc administrative support for colleagues as directed by the School Office Supervisor.
- Maintaining a welcoming fire in the Main Reception.
- Assistance in the coordination of termly prize giving.
- Other ad hoc duties to support the smooth running of the School Office and the school in general.
- Buses and travel:
    - Help with Exeat weekends - changes to travel arrangements both overseas/ guardians and creating a passenger list for the London bus.
    - London Bus – send out email to parents of children who live in London confirming use, prepare 'register' spreadsheet and liaise with the boarding team and send out weekly boarder email, collate responses and liaise with Elite Coaches to ensure they are informed of attendance on the bus.

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Wider School Community and Commitments

- Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise.
- To keep informed of current relevant developments through documents, meetings and in-service courses.
- Organise and take part in school events, Open Days, outings and activities which may take place at weekends or in the evening.

Other

The above is only an outline of the tasks and responsibilities of the role. You will carry out any other duties as may be reasonably required by your line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and school. This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

You will be required to comply with all policies and procedures issued by and on behalf of the school and will be required to participate in the school appraisal procedures as an appraisee and if applicable, as an appraiser. You will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is your responsibility to promote and safeguard the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of your employment, you may have access to, see or hear information of a confidential nature and you will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

You must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the school and colleagues in complying with Health and Safety obligations to maintain a safe environment.





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Person Specification

Education and Qualifications	Essential	Desirable
Good all-round standard of education to at least GCSE/O Level	✓	
Commitment to personal/professional development	✓	

Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Demonstrably excellent communication skills both oral and written	✓	
Excellent role model for staff and pupils	✓	
Ability to problem solve, generate ideas and drive initiatives	✓	
Proven organisational and administrative skills	✓	
Strong IT skills, experienced in the use of MS Office, O365 (Word, Outlook, Excel and Forms)	✓	

School Ethos, Values and Aims	Essential	Desirable
Fully supports Elstree's ethos and aims and family atmosphere	✓	
Supportive of Elstree's Christian values and character	✓	
Commitment to the safeguarding and protection of children	✓	
A commitment to the whole life of a busy boarding community		✓

Personal Qualities	Essential	Desirable
High expectations with excellent attention to detail	✓	
Enthusiastic and committed	✓	
Discreet diplomatic and confidential.	✓	
Highly motivated with a forward-thinking approach	✓	
Excellent interpersonal skills, shows empathy, compassion and kindness	✓	
Ability to be reflective and self-critical	✓	
Ability to manage fluctuating workloads and a 'can do' attitude	✓	
Well organised with good time management skills	✓	
Display calmness under pressure	✓	

Hours of work

9.30am – 6.30pm Monday, Tuesday, Wednesday and Friday, totalling 32 hours per week, with 60 minutes break, totalling 32 hours per week, Term Time plus additional weeks, totalling 38 weeks per year. INSET to be worked in addition to these hours. **You are required to work these additional weeks during the school holidays and to be a presence in the school office during this time. INSET days are to be worked in addition to these hours and should they fall on a non-working day, you will be paid for attendance at INSET.**

Holiday

You are entitled to all normal School holidays in accordance with the published dates in the School calendar, you will be required to work three days before the start of a new term in order to attend INSET days and fulfil any duties at the end of term as discussed with the Director of Finance and Operations. Holidays must not be taken during term time.

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Probationary period: 4 months

Salary
According to experience, to be discussed at interview.

How to Apply
If you would like to join our office team at Elstree, please complete an application form which is available on our website, Job Vacancies - Elstree Schoolll or from our HR department and send it to apply@elstreeschool.org.uk. In line with Keeping Children Safe in Education, short listed candidates will be required to undergo online searches via a search engine to determine your suitability to work in a school.

You are welcome to come and visit our school, please call or email Rachel Pither, Head of HR apply@elstreeschool.org.uk (0118 971 3302) to arrange an informal tour or for more information about the post.

Closing date for this post: 30th November 2026. If we can be of further help, please do not hesitate to contact us.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. and 2020.