



SCHOOL SECRETARY

Required June 2017

Francis Holland School, Regent's Park, was founded in 1878 by the Reverend Canon Francis Holland and is regarded today as one of London's most academically selective girls' independent day schools. The school is situated next to Regent's Park and has a reputation for its friendly, cohesive atmosphere. The ISI Inspection Report in February 2014 assessed Francis Holland as 'Excellent' in all key areas of school life.

Entry to the school is very competitive and pupils are selected via entrance examinations and interview at 11+ or Sixth Form. Girls achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the UK, as well as to top global institutions such as those in the US. There are close links with our "sister" school at Francis Holland, Sloane Square, which was founded in 1881. The school offers a large number of bursaries, in addition to music, academic and art scholarships, all of which are means-tested, up to 100% fees.

Moreover, the school offers a plethora of extra-curricular activities, more than seventy clubs and societies are available every week: before school, at lunchtimes and after school. Music, drama and sport are particularly strong. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic results is regarded as essential for FHS students and all teachers are expected to contribute fully to extra-curricular activities.

The school places great emphasis on the professional development of its entire staff. Staff at Francis Holland School enjoy a significant range of professional benefits. A comprehensive schedule of continuing professional development and INSET training, both internal and external, is provided for all staff. A three course lunch is available free of charge to all FHS employees and an interest free loan for travel season ticket is offered to all staff, on application to the Bursar. Daughters of staff are offered a 50% reduction in school fees.

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A school secretary provides a warm and welcoming face to parents, staff and members of the general public as well as providing comfort and reassurance to pupils throughout the school day.

The successful candidate is likely:

- To be a person who enjoys working in a busy school environment.
- To be a Graduate.
- To have a professional yet friendly and approachable demeanour and a confident telephone manner.
- To have excellent communication and interpersonal skills.
- To be meticulously well organised and accurate with excellent attention to detail.
- To be a First Aider (or be willing to undertake a first aid course).
- To be very good with children and young adults.
- To have flexibility and be able to multi task.
- To have outstanding administrative skills; must be proficient with computers and software programmes most specifically database management.
- To exhibit tact and diplomacy and the ability to keep sensitive information confidential.
- To demonstrate ability to work well as part of a team as well as willingness and confidence to use own initiative.
- To be able to remain calm and work well under pressure.

Key Duties and Responsibilities

Reception

- To provide of a first-class reception service including the efficient and courteous management of incoming telephone calls and visitors in line with child protection regulations from 8.30am daily.
- To control access to the school and issue appropriate badges to visitors.
- To be the primary telephone point of contact and relay messages throughout the school.

Admissions

- To offer secretarial and administration duties to assist the Registrar as required.

- To assist the Registrar by dealing effectively with enquiries regarding admissions to the school, operating the database, issuing prospectuses, and arranging tours of the school.
- To assist with Open Days and other school functions.

Administration

- To ensure, on a daily basis, the pupil attendance data is accurate and up to date, and produce reports including late lists and detention lists.
- To provide administrative support to the teaching staff including Parents' Evenings
- To keep the school diary and website up to date, circulating details to all parties concerned (parents, staff and visiting peripatetic teachers/club leaders).
- To deal efficiently with incoming and outgoing mail daily on behalf of the school.
- To assist with pupil welfare by ensuring sick and injured pupils receive the appropriate attention, parents are informed and appropriate records are maintained.
- To carry out pupil and parent administration such as student filing, database upkeep and notices. This would include such tasks as notification of department, Bursary and files when notice given to stop extra-curricular lessons.
- To support Health and Safety i.e. fire safety/drills.
- To be in charge of safe/petty cash and checking and stamping invoices to send to Bursary via internal post.
- To work with and support the Headmaster's Secretary regarding the day-to-day running of the office.
- To ensure adequate stocks of all stationery for office use are kept including school forms for staff.
- To be responsible for ensuring the main reception areas are clean and tidy and marketing material is replenished daily.
- To perform any other reasonable duties as required by the Headmaster.

There are two School Secretaries who are part of the school's administrative team and are both line managed by the Headmaster's Secretary. The team works reduced hours during school holidays and the school may close over Christmas and New Year at the Headmaster's discretion. Holiday entitlement is five weeks' per year, which should be taken during school holidays by agreement with the Headmaster's Secretary. Daily hours are 8.30am to 5pm with the exception of Tuesday 8.00am – 5.00pm and Friday 8.30 – 4.30pm. Salary will be discussed at interview.

All appointments at Francis Holland School are conditional upon clearance by the Disclosures and Barring Service (DBS testing). An enhanced DBS check will be required on employment, two references prior to interview and proof of identity ie Passport or proof of right to work in the UK and relevant examination certificates, at interview. Any gaps in career history needs to be clarified in the form or statement.

Application forms, including a statement in support of your application and full contact details of at least two referees (including email addresses) should be sent to jobs@fhs-nw1.org.uk by **9am, Thursday 4th May 2017**. **Interviews will be held on Wednesday 17th May 2017**.