

School Secretary

Prospect House is a happy and successful non-selective, co-educational prep school for children aged 3 – 11 years.

If you can answer the phone, respond to an email, deal with a child's grazed knee, write a letter and greet a visitor all at the same time, with a smile on your face, this is the job for you!

A highly efficient, can-do, multi-tasking person is required for the position of school secretary full-time from Monday to Friday in term-time and for occasional shorter sessions during the school holidays. The position may well be attractive to a parent wishing to keep much of the school holidays free.

Accuracy alongside excellent written English and IT skills are essential.

He or she will be part of a team working alongside the school's senior secretary and also the registrar, all reporting to the headmaster.

Annual salary will depend on experience but will be comparable to the salary of a PA to a director in a busy commercial firm.

For more information and application form please visit:

<http://www.houseschools.com/jobs/>

before **30th September 2017**, although an appointment may be made before this date if an early applicant proves successful.



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