



STREATTHAM  
& CLAPHAM  
PREP SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

Job Application  
Information

Part Time Receptionist /  
Administrative Assistant

From January 2026



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# EXECUTIVE SUMMARY

Streatham & Clapham Prep School (SCPS) seeks to appoint an efficient and welcoming person to be a key member of their team, greeting all visitors on arrival and contributing to the smooth running of the school.



We are seeking a visitor-focused, adaptable Part Time Receptionist/ Administrative Assistant with strong interpersonal skills to provide an efficient reception service for the Prep School.

Strong communication and organisational skills are essential. Previous experience of receptionist, 'front of house' duties or school settings would be advantageous.

The successful candidate will enjoy working closely with people to see tasks through to completion and be prepared to take responsibility and use initiative in key areas.

This position is part-time, term-time-only for 20 hours per week, 4 hours per day. The working hours will be from 13:00 to 17:00.

The successful candidate will report to the Head's PA/HR.



# ABOUT US

**Streatham and Clapham Prep School is part of one of London's leading independent schools, educating pupils from Nursery through to Year 6. Our girls prosper in a vibrant setting that provides challenge and breadth of opportunity. They thrive as part of the SCHS family and draw strength from the school's rich social and cultural mix.**

Streatham & Clapham High School is an independent, academically selective school for girls aged 3–18 with over 870 pupils across the Prep and Senior Schools.

The Prep School is located in spacious buildings with outstanding facilities in Streatham Hill. The Senior School inhabits a four-acre site focused on an impressive 1930s building in a delightfully tranquil and leafy oasis of south London. Founded as Brixton High School in 1887 by the Girls' Public Day School Trust, it is one of the Trust's earliest member schools, and we are proud of our heritage and founding principles of breadth, fearlessness, inclusivity, and a focus on developing every individual to achieve their potential, and this is articulated in our motto: Towards Wisdom Unafraid.

SCPS holds true to its founders' mission, and we are proud of our exciting and challenging curriculum, with a commitment to innovative teaching and excellent relationships across the community.

School life embraces a broad range of sporting, artistic, social and cultural opportunities in an environment specifically created to inculcate the values of independent learning, responsibility for others and the enjoyment of challenge.

The school has first-class facilities, providing an environment that enables pupils to develop their interests and strengths both inside and outside the classroom.

We are committed to achieving the best outcomes and experiences for the girls. Our warm, supportive and positive culture builds pupils' confidence, self-fulfilment, resilience and happiness.

A richly diverse culture underpins this with kindness, generosity, opportunity and social responsibility, combining a global outlook with a sense of local belonging.

The School is part of the GDST, the leading network of independent girls' schools in the UK, founded in 1872. The Head is a member of HMC and GSA.

The Head of the Prep School is a member of IAPS. The GDST is a founding member of the International Coalition of Girls' Schools.

For more information, please visit the school website [www.schs.gdst.net](http://www.schs.gdst.net)

# PREP SCHOOL (IAPS)

**We are proudly inclusive of a range of academic abilities and judge success by development and progress. Our promise is that every girl will exceed beyond expectation.**



The Prep School offers an inspiring and challenging academic education for its pupils in a lively, vibrant and supportive environment. The family ethos of Streatham & Clapham High School enables the staff to know, value and nurture each pupil as an individual.

The school celebrates diversity and draws strength from its rich social and cultural mix. The aim is to create a safe, happy and secure learning environment so that each child achieves her maximum potential in all aspects of school life and daily endeavour. When pupils move on, the School wants them to be confident, responsible global citizens with a love of learning and a desire to contribute positively to society.

The School's priority is always for the individual child, and it seeks to encourage both academic and personal development through structured, meaningful, and enjoyable activities. The School's pupils thrive in a family atmosphere where learning is fun; each day has exciting opportunities that encourage each pupil to develop her own strengths and nurture her extra-curricular interests.

The academic ethos of the School is firmly underpinned by its strong and supportive pastoral care, which enables its pupils to feel secure in trying new activities and to understand that making mistakes is part of their learning journey. The principles of care, courtesy and respect are central to the school, and it is through these values that all members of the school community thrive.



# AIMS & ETHOS

**Our vision is to nurture excellence in every pupil to develop agile and creative thinkers who outperform their expectations. Our commitment is to the self-actualisation of every pupil in their learning, relationships, sense of community and connection, and as leaders, team-players, innovators, trailblazers, disruptors and creators.**



Our family ethos means that we know and value every girl as an individual – we are a family not a factory, and we proudly celebrate our community's diversity as a local school, drawing strength from our rich social and cultural mix and working in partnership with local maintained and independent schools to broaden our pupils' experiences.

In the spirit of our motto "Towards wisdom unafraid" we aim to inspire pupils to feel excited about learning, enriched by our wide-ranging and sometimes quirky co-curricular opportunities, grounded in a culture of excellent pastoral care where every pupil feels they belong and is valued as themselves.

We are a School of kindness, respect, integrity and compassion, where our pupils are energised by ambition and an excitement for learning, inspired by our talented and committed staff. Our expert pastoral care is intrinsic to this, so that every pupil is known and their voice is heard. As a School we take time to listen, and are supportive, clear and fair in all that we do. Our girls take pride in volunteering within their community, fundraising for national and international causes and developing their kindness, compassion and respect for the wider world. Our partnership with parents is crucial to our holistic approach so that together we enable every pupil to flourish.

We are experts in, and champions of, all girls' education, drawing strength from being a member of the GDST family of schools, which are powerful influencers in girls' education. As a through school from 3 to 18, our pupils make friendships for life and they value their connections with pupils of all ages throughout their lives, through our joyful alumnae network.

Our pupils learn to face the future with curiosity and optimism and to achieve ambitiously, beyond their expectations. They mature into confident, resilient and accomplished young people, positively engaged in the world around them, richly equipped in character and mind for the challenges of their future lives, their learning and careers beyond school.

# PASTORAL CARE

**“Children are confident and express their needs due to the warm and supportive environment created by teachers.”**

ISI Report, 2024



At Streatham & Clapham Prep School (SCPS), pastoral care and personal development are at the heart of everything we do. We foster a supportive and nurturing environment where every child is known and valued. Our staff, from teachers to the chef, engage with pupils daily, ensuring that each girl is encouraged to achieve her personal, social, and academic goals.

We promote a ‘can-do’ attitude, helping girls develop resilience and confidence by tackling challenges with strategies they have learned. Our Pupil Voice initiative and House system further empower pupils, giving them a platform to express their ideas and take on leadership roles. Initiatives like Playground Pals and Streatham Sisters also help older girls mentor younger peers, fostering a caring and inclusive community.

Through these efforts, our girls learn the importance of responsibility, teamwork, and empathy, preparing them to navigate life with confidence and compassion.



# ACADEMIC LIFE

**“Pupils develop their physical, creative and scientific skills through a carefully planned programme that begins in the early years”**

ISI Report, March 2024



The Prep School aims to ensure that all learners benefit from a rich, broad, balanced curriculum presented in an interesting, exciting and imaginative manner with opportunities for first-hand experience, practical work, investigation and learning through play.

We provide a dynamic and intellectually stimulating education within a supportive and vibrant community. Our family ethos allows us to know and nurture each pupil individually, celebrating diversity and drawing strength from our rich cultural mix. Our vision is to empower girls discover and express their unique identities.

We value integrity, kindness, compassion and respect, encouraging all members of our community to exceed expectations daily. Excellence in all pursuits defines our approach, fostering success beyond traditional academics.

# LIFE BEYOND THE CLASSROOM

**“Being part of the GDST network and IAPS gives us a competitive opportunity to play with schools from across the country.” Fran – Sports Scholar**



The Prep School has its own site and enjoys close links with the Senior School. Pupils benefit from outstanding facilities, far larger than one might expect in a primary school. These include a well-resourced library, full-sized Sports Hall, all-weather sports surface, excellent Science, Computing, Art and PE facilities, and a fantastic outdoor learning space.

Our co-curricular programme is designed to enrich pupils' education beyond the classroom. Through a wide variety of activities, from creative arts and sports to clubs and leadership opportunities, pupils can explore their interests, develop new skills and build confidence. These activities complement academic learning, helping to foster well-rounded individuals who are ready to face challenges and thrive in various aspects of life. Our supportive environment encourages every girl to discover her passions and achieve her potential. We offer over 30 diverse clubs and activities, ranging from coding to chess. Most of our clubs are free of charge providing valuable support for parents by helping to accommodate childcare needs. These extra-curricular activities provide excellent opportunities for girls to explore new interests, develop leadership skills and form lasting friendships.



# ROLE DESCRIPTION

## Responsibilities

### Communications

- To greet all visitors on arrival to ensure that they are made to feel welcome, and that their requirements are met or enquiries responded to as quickly as possible.
- To ensure that all people who enter the school sign in and out, and are wearing appropriate lanyards, in line with safeguarding requirements.
- To ensure any visitors to the school have presented necessary paperwork and identification.
- To operate the main telephone, dealing with enquiries, referring information and taking messages.
- To deal with day-to-day queries from staff, students and parents, referring them promptly to an appropriate member of staff as relevant.
- To ensure that Reception is covered from 13:00 to 17:00.
- To ensure information sources are updated, as requested.

### Registration

- To assist the Head's PA/HR and Admissions Assistant.
- In the event of a fire or fire drill, to distribute registers and to clearly communicate any procedures.

### Administration

- To provide general administrative services as required, including ordering stationary within budget guidelines.
- To organise incoming mail and send outgoing mail.
- To assist with appropriately signposting and logging any Health & Safety or IT issues.

# ROLE DESCRIPTION

## Management of Resources

- To receive all incoming deliveries and communicate with suppliers and recipients.
- To keep the reception area clear and tidy.

## Marketing and External Links

- To appropriately deal with routine questions about the School and to successfully signpost other sources of information.
- To maintain marketing displays and other information in the reception area to ensure that materials are appropriate and up to date.

## Pastoral Care

- To provide a supportive and sympathetic point of contact for students or parents in distress, summoning assistance as required.
- When qualified, to provide emergency first aid to staff and students in the absence of other first aiders.

## Training & Development

- To undertake training as a fire marshal and First Aider.
- To regularly review own practice, set personal development targets and take responsibility for own continuous professional development.

# ROLE DESCRIPTION

## General Requirements

- To work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- To support and contribute to the School's responsibility for safeguarding students.
- To ensure a safe working environment for staff, students, and visitors as per the Health & Safety Policy.
- To work within the GDST's Diversity Policy, promoting equality of opportunity for all students and staff.
- To maintain high professional standards of attendance, punctuality, appearance, and conduct, developing positive and courteous relations with students, parents, and colleagues.
- To engage actively in the performance review process and training and development opportunities available.
- To develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST schools and support other staff in participating in GDST work to develop and share best practice.
- To undertake other reasonable duties related to the job purpose required from time to time.

# PERSON SPECIFICATION

## Skills Required

- Clear spoken English
- ICT competence at a level to meet the demands of the job
- Good organisational skills
- Ability to communicate effectively with all members of the school community
- Excellent telephone manner
- Sufficient literacy and numeracy to write clear messages and to keep statistical records

## Knowledge Base

- Knowledge of Microsoft Office
- Willingness to learn about key safeguarding principles

## Attainment

- Numeracy and literacy skills to GCSE or equivalent

## Experience

- Experience in interacting with the public both in person and over the phone
- Experience of working with young children

## Attitude and Approach

- Attention to detail
- Well-presented appearance and professional manner
- Self-motivated and able to work with minimal supervision
- Ability to work flexibly as part of a team
- Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations
- Understanding of the importance of confidentiality

# HOW TO APPLY

Any candidate wishing to seek additional information about the post or to discuss any related matter should contact Miss Madeleine Hayes, via email at [m.hayes3@schs.gdst.net](mailto:m.hayes3@schs.gdst.net).

Applications should be received no later than 08:00, 5 January 2026. All candidates should use the following link to apply and include a covering letter addressed to the Head of Prep, Mrs Helen Loach.

[https://my.corehr.com/pls/gdstrecruit/erq\\_jobspec\\_version\\_4.jobspec?p\\_id=044267](https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=044267)



Interviews will take place shortly thereafter, though the school reserves the right to appoint an exceptional candidate at any stage of the application process.

All candidates invited to interview must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original certificates). If original certificates are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

- An original passport and/or other appropriate document proving your eligibility to work in the UK
- One other form of identification, such as a driving licence or birth certificate
- Two other printed documents, such as utilities bills, TV licence, bank, building society or credit-card statements confirming your current address
- Documents confirming your educational and professional qualifications

Please note that candidates must bring originals of the above documents. Photocopies or certified copies are not acceptable.

# TERMS OF APPOINTMENT

The role will attract a competitive salary in line with qualifications and experience, and the successful candidate will also be entitled to an interest-free season ticket loan and free lunches during term time.



Any offer to a successful candidate will be conditional upon:

- receipt of at least two references, satisfactory to the school (if not already received), prior to appointment
- verification of identity and qualifications
- a satisfactory DBS Disclosure at the enhanced level
- satisfactory completion of any pre-employment checks as relevant such as an online search and those to check whether you are registered for or prohibited or restricted from practicing certain professions or roles
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- (for teaching posts) verification of medical fitness in accordance with DfES Circular 4/99 - Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period



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