



HEYWOOD
PREP
CORSHAM

Heywood Prep Candidate Pack

School Secretary

OUR SCHOOL

Located in the heart of Corsham, Wiltshire, the school is housed in a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning awards and scholarships. At present, we have approximately 240 children on roll.

Heywood Prep is a happy school which produces caring, thoughtful children. The staff place great emphasis on nurturing and developing the talents of each pupil, encouraging them to have open and enquiring minds which will equip them to thrive in the next stage of their education. Academic standards are high and there is a strong commitment to encouraging all pupils to experience a range of extra-curricular activities. Personal development is encouraged through excellent pastoral care. Socially, numerous activities are enjoyed by the children including sport, music and drama.

WISHFORD EDUCATION

Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving Heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk



APPLICATIONS AND KEY INFORMATION

Working within a job share the School Secretary is responsible for managing the day-to-day running of the School Office and acting as the first point of contact for parents and visitors to the School, presenting the school in an efficient and professional manner. The School Office is open from 7:30 am to 6pm during term time and 9am to 4pm during the school holidays. The two school secretaries are responsible for covering the School Office opening hours on a job share basis, due to this there is some flexibility in working hours and days.

We are looking for candidates who are:

- Highly organised, efficient and effective, with a positive attitude.
- Excellent communicators with the ability to build relationships with pupils, parents and colleagues.
- Enthusiastic, caring and willing to contribute to all aspects of school life.

Hours, Salary & Benefits

Contract: Permanent and year-round.

Hours:

- Term Time Hours - 37 hours per week
- School Holidays Hours - 21 hours per week

Salary: £21,500 pa

Start Date: ASAP

Benefits:

- Means tested school fee discount
- 5% employer pension
- Cycle to work scheme and shopping discount card
- Personal accident at work cover
- Complimentary lunches
- Pro-rotta paid holiday and bank holidays per annum
- Access to the group's counselling scheme

To apply please complete a Heywood Prep Application Form and email it to jobs@heywoodprep.com. You can also apply online via [TES, link here.](#)

If you have any questions regarding this role, or need an adjustment when applying, please email Nicky Bartholomew directly at jobs@heywoodprep.com

Applications will be considered on receipt and we reserve the right to fill the role prior to the closing date. Early applications by prospective candidates are therefore strongly recommended.

Heywood Prep is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

Heywood Prep is committed to providing a quality all-round education for its pupils and to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo appropriate pre-appointment child protection screening.



JOB DESCRIPTION

Main Responsibilities

- With the School Secretary Job Share, take responsibility for the effective management and organisation of the School Office.
- To maintain confidentiality at all times including implementing data protection policies, security of information and confidential files.
- To maintain an up to date and accurate pupil and staff database on the school management information systems.
- To lead First Aid in the school and be responsible for keeping accident records and reporting, pupil medicine records and first aid kits. This will also include overseeing individual pupil care plans, allergy and dietary information and liaising with staff and parents.
- To maintain secure procedures for admitting visitors to the school including operating the main gate when any visitors arrive, signing in and checking out all visitors, issuing of visitor badge, etc.
- To maintain accurate registers of children on site and attending after school clubs, trips and sporting events.
- Ensure processes are in place to monitor attendance and punctuality, including providing information for the Senior Leadership Team.
- To carry out administrative tasks as required by the Head / School Business Manager.

Person Specification

- A highly organised, efficient and effective individual, with a positive attitude.
- Excellent communication skills and the ability to build relationships with pupils, parents and colleagues.
- Enthusiasm for education and a willingness to contribute to all aspects of school life.
- An understanding of the confidential nature of the role, strong ethics and a total commitment to maintaining confidences.
- Strong IT skills.
- Accuracy and attention to detail.
- Previous administrative experience is essential, experience in educational settings would be an advantage but not essential.
- A Paediatric/Emergency First Aid at Work qualification would be an advantage, but training can be given.

