



QUEEN'S GATE
SCHOOL

APPLICANT INFORMATION

Assistant Senior School Secretary (Fixed-Term)

COMMENCING mid-August 2025,
fixed-term to December 2025

125-126, 131-133 QUEEN'S GATE
SOUTH KENSINGTON
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QUEEN'S GATE SCHOOL TRUST LTD
REGISTERED CHARITY NO. 312724





ABOUT US

Queen's Gate is located on Queen's Gate itself, inhabiting five of the iconic Victorian terraces: three are mostly used by the Senior School, while the remaining two are given over to the Junior School; however, there are many shared spaces and a constant flow of pupils and staff between the two buildings. Although we do not have much outside space of our own, we are spoilt by what the local area offers. Girls make regular visits to the nearby museums and Hyde Park, while sport takes place at a range of nearby leisure facilities, including the River Thames for rowing.

We are relatively diverse in the nationalities represented in our pupil and staff body, and are proud of the way this enriches the experience of all those within our community. Our standard entry points are 4+, 7+, 11+ and 16+. We follow a broadly English curriculum, culminating in GCSE and A Level examinations. Our pupils leave us for universities across the UK, including Oxbridge and other Russell Group institutions, as well as looking further afield; we have alumnae studying in Canada and the US, including at a number of Ivy League colleges.

Queen's Gate was founded in 1891, and today we educate around 500 girls: 130 in the Junior School, and 370 in the Senior School, including around 70 in the Sixth Form.



ABOUT US (continued)

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve; in 2022, we were fourth in the country for value-added scores. We have pupils performing at the highest levels in Music, Drama and Sport. Currently, we have girls competing internationally in Fencing, Volleyball and Athletics, another playing in the National Youth Orchestra, and one in the National Youth Theatre. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our extensive

academic curriculum (we offer 28 subjects at A Level) and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means-tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible.

Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The Senior Management Team currently comprises the following staff members:

- Principal
- Vice Principal
- Bursar
- Director of the Junior School
- Director of Curriculum
- Director of Teaching, Learning & Assessment
- Director of Pastoral Care
- Assistant Director of Pastoral Care
- Head of Sixth Form

The Junior School has an additional leadership team, which currently comprises the following staff members:

- Director of the Junior School
- Director of Studies
- Director of Outreach & Operations
- Senior Tutor
- Teaching & Learning Coordinator

Our Board of Governors maintain regular contact and incorporates professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA.



THE ROLE



Queen's Gate is a very happy school for girls aged 4-18, located in South Kensington amidst a dazzling array of world-class educational and cultural institutions. We are a close-knit community, where pupils, staff and parents enjoy working collaboratively to create a welcoming, empowering and exciting learning environment. Our values shine through all that we do: recognising the worth of each member of the community as an individual; aspiration that we should each seek to be our own best, whatever that might mean; and a warm generosity of spirit. We are an inclusive community, with our diverse, multi-national pupil, parent and staff body reflecting our cosmopolitan home in this global city.

After a period of valued service to the School, our Assistant Senior School Secretary is taking a one-term leave of absence, and we are seeking to appoint her replacement. The role is broad, and, as is the case for all those working in schools, we can guarantee that no two days will be the same. The successful candidate will have the opportunity to work closely with other administrative staff, forming part of the vital team who keep our School running. The post also involves constant contact with our wonderful pupils, who we know will welcome our new colleague with open arms.

The successful candidate will be required to carry out a wide range of administrative duties, including maintaining key records, managing communications with a range of stakeholders, and supporting the planning and running of major School projects and events. From time to time, all administrative staff may have to cover for other administrative staff and so an adaptable mindset and keenness to learn beyond their immediate remit will be essential. A person specification is below.

This role would suit someone with past experience of working in school administration. Equally, it might be attractive to someone just embarking on their career, including someone considering moving in years to come, for whom it would provide valuable hands-on experience in a school environment. The role is full time; however, the Principal is committed to inclusive recruitment, and so would be pleased to hear from candidates interested in a part-time, job-share opportunity.

The person specification is not necessarily a comprehensive definition of the post, nor does it specify how time will be apportioned between tasks. The post holder may be required to carry out other duties, not included in the person specification, as is reasonably required by the Principal from time to time. Overtime is not usually paid on these occasions.

THE PERSON

The successful candidate(s) will be able to demonstrate that they are:

- Someone with past experience of working in administration, preferably within a school.
- Able to carry out a wide range of administrative duties
- Reliable
- Efficient
- An excellent communicator both verbally and in writing
- Excellent IT skills, good working knowledge of packages used in an office environment & ability to use school specific software
- Diplomatic and tactful
- Able to sustain confidentiality in sensitive situations
- Sensitive to the needs of others
- Competent in all the necessary skills to fulfil the requirements of the job
- Able to work under pressure
- Able to work as part of a team which includes teaching, administrative and ancillary staff
- Able to take initiative
- Appreciative of the Queen's Gate ethos and values
- In possession of an excellent sense of humour
- Committed to safeguarding and promoting the welfare of children and young people
- an adaptable mindset and keenness to learn beyond their immediate remit will be essential.

The normal working hours are 8:00am-4:00pm . The post holder will have 30 working days' holiday annually plus the bank holidays which fall outside term time, with all holidays normally taken during the School holidays. The School will comply with its statutory employer pension duties.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Prior to employment with us, the successful candidate(s) will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

They will be required to produce evidence of qualifications, identity and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children.

The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.

An application form and further details may be downloaded from our website www.queensgate.org.uk.

When completed, the application form should be sent by email to recruitment@queensgate.org.uk together with a covering letter to the Principal, to arrive no later than **12.00pm on Tuesday, 22 July**. First round interviews will be held later that week.

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