



Yarrells School and Nursery

Magical, Meaningful & Memorable



School Secretary and Administrator

RECRUITMENT PACK

About Yarrells

Yarrells Preparatory School is a thriving independent school set within a beautiful woodland environment in Dorset, with an excellent reputation for providing a nurturing, varied and enriching education.

We believe childhood should be cherished. In our unique surroundings, we aim to make each school day magical, meaningful and memorable. We encourage our pupils to be curious, creative and caring; to develop a sense of wonder about the world around them; and to be ambitious for themselves and for others. Our community approaches each day with energy, gratitude and a strong sense of possibility.

Our vibrant learning culture provides extensive opportunities for pupils to discover and develop their talents across academic subjects, sport, the creative and performing arts, and the wider community. The breadth of our curriculum and co-curricular provision rivals that of many larger schools, and our dedicated staff deliver high-quality teaching that inspires pupils to achieve their best.

We pride ourselves on knowing our pupils as individuals. We build strong relationships with children and their families, supporting them through challenges, celebrating their successes and preparing them for their next steps. Yarrells pupils go on to a range of grammar and independent senior schools, often securing scholarships.

School Ethos

All members of staff are expected to:

- Be fully supportive of the aims and ethos of the School
- Treat every pupil with respect and professionalism
- Promote inclusivity and equality of opportunity
- Contribute to a culture where we “praise loudly and blame softly”
- Support the School in delivering a broad, balanced and enriching educational experience

Staff

At Yarrells, we seek energetic, ambitious and skilled individuals who are committed to delivering excellence in education.

All staff are expected to play a full and positive role in the life of the School, contributing to both academic and co-curricular provision. Teaching staff work collaboratively to plan and deliver high-quality learning, maintain strong communication with parents, and fulfil duties both within and beyond the school day.

Staff at Yarrells are united by a shared commitment to:

- Putting children first and valuing each individual
- Supporting every pupil to reach their full potential
- Fostering a love of learning and celebrating progress and achievement
- Upholding a culture of respect, professionalism and positivity
- Contributing to a warm, inclusive and supportive school environment

All staff share pastoral responsibility and are expected to promote the educational, emotional, physical, social and spiritual development and wellbeing of every child.



Job Description

Position: School Secretary and Administrator
Contract: Permanent
Hours: Part time: 30–32 hours per week
Monday to Thursday, 08:00–14:30
Friday, 08:00–16:30 or 10:30–17:00
Start Date: September 2026
Responsible to: School Business Manager

Purpose of the Role

The School Secretary and Administrator is a key member of the School's Administration and Reception team, providing an efficient, accurate, professional, and welcoming service to pupils, parents, prospective families, staff, visitors, and other members of the School community. As one of the first points of contact for the School, the Secretary and Administrator plays an important role in creating a positive first impression and representing the ethos, values, and professionalism of Yarrells School.

The role is varied and substantial, combining front-of-house responsibilities with pupil administration, attendance and registration, admissions support, parent communications, event and trip administration, and wider administrative support across the School.

The successful candidate will need to be highly organised, confident with people, comfortable working in a busy environment, and able to manage competing priorities while maintaining accuracy and attention to detail.

Key Responsibilities

Reception and Front of House

- Provide a warm, friendly, professional, and efficient welcome to all visitors to the School.
- Act as the first point of contact for parents, pupils, prospective families, visitors, contractors, delivery personnel, and telephone callers.
- Man the Reception desk or ensure appropriate Reception cover is in place during working hours.
- Maintain a tidy, organised, and welcoming Reception area containing appropriate information and materials for visitors.
- Answer incoming telephone calls promptly and professionally, dealing with enquiries where appropriate and directing calls to the relevant member of staff.
- Respond to routine enquiries from parents, visitors, and pupils and pass messages to staff as required.
- Manage access to the School in accordance with safeguarding and security procedures.
- Ensure visitor signing-in and signing-out procedures are followed at all times.
- Sign in late arrivals and ensure appropriate records are maintained.
- Receive and manage deliveries and notify the relevant member of staff.
- Act as a point of contact for visitors, sports teams, trips, contractors, and other external parties.
- Answer the main School entrance door and manage access appropriately.
- Ensure that the Reception function provides a consistently professional and welcoming experience.

Pupil Registration, Attendance and Safeguarding Administration

- Monitor and maintain accurate pupil registration and attendance records.
- Record planned absences in iSAMS once authorised in accordance with School procedures.
- Record unplanned absences in iSAMS.
- Record morning and afternoon registration.
- Follow up promptly with parents where a child is absent and no reason has been provided.
- Record late arrivals and ensure relevant information is accurately maintained.
- Maintain appropriate fire and emergency registers.
- Prepare registers and information required for pupils signing out of School.
- Prepare after-school activity and late-stay registers.
- Monitor and follow up on children who have left site without being appropriately signed out.
- Support the administration of pupil medical information and other relevant records.
- Ensure information relating to pupils is handled accurately, sensitively, and confidentially.

The post holder will understand that these responsibilities form an important part of the School's safeguarding and duty-of-care arrangements.

Pupil Administration and Admissions Support

- Provide administrative support to the Admissions team.
- Support the administration of prospective and new pupils, including data processing and maintaining accurate records.
- Prepare information and materials for prospective families and visiting pupils.

- Assist with the organisation and administration of pupil taster days and visits.
- Support the smooth arrival and departure of visiting pupils.
- Assist with publishing relevant information to the parent portal.
- Support the administration of the School's extra-curricular clubs programme.
- Maintain accurate records and ensure information is processed in accordance with School procedures and data protection requirements.

Parent Communications

- Act as a professional and approachable point of contact for parents and carers.
- Respond to routine parent enquiries by telephone, email, and in person.
- Manage the School's main office email account, handling, responding to, and forwarding emails as appropriate.
- Send communications to parents under the guidance of the School Business Manager and in accordance with the School's communications procedures.
- Take accurate messages and ensure they are passed to the appropriate member of staff promptly.
- Deal sensitively and professionally with confidential or potentially sensitive situations.
- Maintain positive and constructive relationships with parents and the wider School community.

Trips, Activities and Events

- Support the administration of School trips and visits.
- Collate trip information, consent forms, medical information, and other relevant documentation.
- Produce accurate lists and registers of pupils attending trips and events.
- Sign out sports teams and trip groups and record relevant information.
- Act as a point of contact for sports teams and trips.
- Record information about pupils going directly home from matches or activities with their parents, in accordance with School procedures.
- Sign in sports teams and trip groups on their return to School.
- Assist with the administration of after-school activities and late-stay provision.
- Help with the creation and preparation of programmes for music, sports, drama, Prizegiving, and other School events.
- Support the organisation of whole-School events, Parents' Evenings, Open Days, performances, and other activities.

General School Administration

- Provide administrative support to the School Administration team and wider School as required.
- Prepare letters, forms, registers, lists, documents, and other administrative materials.
- Assist with photocopying, scanning, printing, filing, and document preparation.
- Maintain accurate electronic and paper filing systems.
- Receive, sort, distribute, and process incoming post.
- Prepare outgoing post and ensure it is ready for daily collection.

- Manage the School staff pigeonhole system, including adding new staff and removing leavers as required.
- Distribute School diaries, magazines, newsletters, and other materials to pupils.
- Support staff in the production of achievement certificates where requested.
- Monitor room bookings and assist with the administration of meeting rooms.
- Monitor and coordinate School minibus bookings where required.
- Responsible for the ordering of stationery, office supplies, and other administrative resources.
- Provide additional administrative support across the School as required.

Marketing and Wider School Support

- Work collaboratively with the Marketing team to support the professional presentation of School events and activities.
- Assist with Open Days and other admissions or marketing events.
- Help ensure prospective families and visitors receive a positive and professional experience.
- Coordinate photography timetables for pupils and staff.
- Support the organisation and collation of parent attendance at Parent Consultation meetings.
- Assist with the preparation of School production materials, programmes, and other printed resources.
- Contribute positively to the wider life and reputation of Yarrells School.
- Take a genuine interest in School life and develop sufficient knowledge of the School's activities, routines, staff, and provision to deal effectively with enquiries and interactions.

Collaboration and Teamwork

- Work closely with the wider Administration team to provide an efficient and consistent administrative service.
- Liaise effectively with the wider admin team, Senior Leadership Team, teaching staff, Nursery, Finance, Estates, Marketing, Catering and other departments.
- Establish and maintain positive, professional, and productive working relationships with colleagues.
- Provide support and cover for colleagues within the Administration team when required.
- Share information appropriately and ensure enquiries are dealt with promptly and efficiently.
- Contribute ideas and suggestions for improving administrative systems and processes.

General Responsibilities

- Promote and safeguard the welfare of all pupils and adhere to all relevant Child Protection and Safeguarding policies and procedures.
- Promote the ethos, vision, aims, and values of the School wholeheartedly.
- Maintain professional standards of conduct, presentation, punctuality, and communication.
- Handle confidential information with discretion and in accordance with the UK GDPR and Data Protection Act 2018.
- Work within the School's policies, procedures, Staff Handbook, and Code of Conduct.
- Take responsibility for personal health and safety at work.
- Participate in School INSET, training, staff meetings, appraisal, and professional development as required.

- Identify and communicate relevant professional development needs.
- Be flexible and willing to undertake a range of duties appropriate to the nature and level of the post.
- Carry out any other reasonable duties requested by the Head or other appropriate member of the Senior Leadership Team.

Confidentiality

During the course of employment, the post holder will have access to information of a confidential nature. Under no circumstances may such information be divulged or passed to any unauthorised person or organisation.

All personal and sensitive information must be processed in accordance with the School's policies, the UK GDPR, the Data Protection Act 2018, and other relevant legislation and guidance.

Professional Standards

The post holder is expected to:

- Have due regard for the responsibilities and authority of other members of staff.
- Maintain a professional approach when communicating with parents, pupils, colleagues, and visitors.
- Be open to new ideas and improved ways of working.
- Set a positive example to pupils through presentation, conduct, language, and behaviour.
- Maintain high personal standards of punctuality, reliability, and professionalism.
- Contribute positively to the ethos and community of Yarrells School.

Important Note

This job description is not intended to be exhaustive. It will be reviewed periodically and may be amended following consultation with the post holder.

Person Specification

Qualifications and Experience

Essential

- Experience in a similar reception, administration, office, or customer-facing role.
- Strong computer literacy and confidence using Microsoft Word, Excel, Outlook, and other office software.
- Experience managing telephone and email enquiries.
- Experience maintaining accurate records and handling confidential information.
- Experience working independently and managing competing priorities.

Desirable

- Previous experience working within a school, nursery, or other educational environment.
- Knowledge of school information systems, particularly iSAMS.
- Experience of working in a busy school reception or front-of-house environment.
- Understanding of independent or preparatory schools.

Other Skills

- Excellent attention to detail.
- Strong organisational and time-management skills.
- Ability to prioritise effectively.
- Ability to follow established procedures accurately while also identifying opportunities for improvement.
- Strong written and verbal communication skills.
- Ability to establish effective working relationships with pupils, parents, colleagues, and visitors.
- Ability to work under own initiative.
- Good judgement and discretion.
- Confidence in dealing with unexpected situations.

Personal Qualities

- Positive and welcoming.
- Friendly, kind, and considerate with adults and children.
- Efficient and well organised.
- Professional and well presented.
- Trustworthy and discreet.
- Calm and patient.
- Self-motivated and proactive.
- Flexible and reliable.
- Willing to contribute fully to the School community.
- High standards and expectations.
- Able to work effectively both individually and as part of a team.
- A good sense of humour and enjoyment at work.

Eco Commitment

All staff are expected to read, apply and promote the Yarrells ECO Code. This includes encouraging environmental awareness, energy conservation and recycling, and fostering an appreciation of the natural environment.

Staff Benefits

Yarrells offers a competitive benefits package, including:

- Competitive salary, dependent on experience and qualifications
- Pension scheme (Royal London for teaching staff; NEST for all other staff)
- School fee remission (currently 30% for eligible staff)
- Employee Assistance Programme
- Health cash plan and access to legal services
- Cycle to Work and technology salary sacrifice schemes
- Meals provided during the working day

Staff are also supported in their ongoing professional development and are encouraged to engage in training and career progression opportunities.

How to Apply

Applications must be submitted using the School's official application form and accompanied by a covering letter.

Please note:

- CVs will not be accepted in place of a completed application form
- References may be sought prior to interview
- Only shortlisted candidates will be contacted

Interview Process

Candidates invited to interview will:

- Be assessed for suitability to work with children
- Be required to provide original documentation (ID, qualifications, right to work)
- For teaching roles, be expected to teach an observed lesson

Further details will be provided in advance of interview.

Equal Opportunities

Yarrells School is committed to equality of opportunity and to creating an inclusive working environment.

We treat all staff and applicants with respect and dignity and do not tolerate discrimination on the basis of gender, marital status, family responsibilities, sexual orientation, race, nationality, religion, ethnicity, age, disability or any other protected characteristic.

Safer Recruitment and Pre-Employment Checks

The School follows strict safer recruitment procedures. The successful candidate will be required to:

- Provide at least two satisfactory references
- Verify identity and qualifications
- Undergo an enhanced DBS check
- Provide evidence of right to work in the UK
- Verify professional status (e.g. QTS where applicable)
- Complete any additional checks required for overseas employment history
- Confirm medical fitness to work

Shortlisted candidates' current or previous employers will be asked about:

- Disciplinary history
- Suitability to work with children
- Any child protection concerns

Providing false information may result in withdrawal of an offer or dismissal.

Safeguarding

Yarrells School is committed to safeguarding and promoting the welfare of children and young people. Safeguarding is a priority for the entire school community.

All staff, whether paid or voluntary, have a duty to:

- Maintain a safe and secure environment for pupils
- Protect children from harm, including physical, emotional and sexual abuse
- Adopt a child-centred approach, acting at all times in the best interests of the child
- Report any concerns promptly in line with School policies

Failure to fulfil safeguarding responsibilities may be treated as professional misconduct.

This post is exempt from the Rehabilitation of Offenders Act 1974. All applicants must be willing to undergo appropriate safeguarding checks, including an enhanced DBS check.

