



Queen's College Preparatory School

Patron: HM The Queen



Appointment Information

School Secretary

February 2021 (or as soon as possible thereafter)



Queen's College Preparatory School

Established in September 2002, Queen's College Preparatory School has enjoyed rapid growth to become one of the most successful prep schools for girls aged 4-11 in London. Queen's College Prep shares its governing Council with Queen's College, the prestigious Harley Street Senior School to which many girls progress at 11+. A member of the Independent Association of Preparatory Schools (IAPS) and the Girls' Schools Association, QCPS prides itself on its friendly and supportive atmosphere which is highly valued by girls, parents and staff.

Our Senior School, Queen's College, holds an important position in the history of girls' education, being the first school in Britain to give young women a formal academic education leading to recognised qualifications. Nowadays, both the College and the Preparatory School enjoy a shared reputation as friendly and creative schools where high academic standards are combined with wide extra-curricular programmes and excellent pastoral support.

Staff appointed to Queen's College Prep join an exciting and forward-thinking school, steeped in tradition but with a keen eye on the future. We are committed to professional development, and all members of staff have the freedom to work creatively and collaboratively to inspire, support and challenge the girls in our care. The first class facilities, delightful girls and professional, talented and caring staff all combine to make QCPS a wonderful place to work.

More details about Queen's College and Queen's College Preparatory School, including public examination results and leavers' destinations, can be found on our websites: www.qcl.org.uk and www.qcps.org.uk.



The Role

Queen's College Preparatory School is seeking a School Secretary to join our exciting and forward-thinking school in a newly established role. Working under the direction of the PA to the Headmistress, the role holder's chief aims are to undertake routine administration and clerical tasks following established procedures and agreed policies, to operate a reception service that promotes a professional image of the school and to work with the School Office Manager to maintain high and professional standards.

All members of staff are expected to make the education and welfare of pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. They forge positive professional relationships and conduct themselves in an appropriate professional manner at all times to foster the aims and ethos of Queen's College Prep and make a positive contribution to school life.

Key Responsibilities

The successful candidate will be required to:

Undertake clerical duties for the Deputy Head (Academic) and Deputy Head (Pastoral), including:

- Proofread school communications and externally distribute as required.
- Update the Parent Portal on Firefly.
- Maintain the school calendar.
- Minute Pastoral and Academic meetings and internally distribute as required.
- Assist with the logistics for external school events.
- Maintain the Deputy Heads' online diaries.
- Check weekly timesheets for supply staff.
- Maintain current pupil and staff records on SchoolBase (management information system) with up-to-date information and internally distribute as appropriate.
- Maintain IHCP documentation and update SchoolBase as required.
- Maintain pupil assessment data.
- Liaise with senior schools, manage all communications and maintain pupil transfer trackers.
- Maintain pupil achievement records.
- Other clerical duties as required.

Assist the Registrar with pupil applications from enquiry through to enrolment:

- Process new online registrations, add applicants to registration lists and generate registration letters for editing by the Registrar.
- Liaise with feeder schools and nurseries as appropriate.

- Liaise with prospective parents as appropriate.
- Upload admissions communications to pupil records on SchoolBase.
- Assist with Open Mornings including compiling attendee lists and registering & welcoming prospective parents on arrival at the school.
- Archive applications and pupil records in accordance with school and legal requirements.

Undertake reception duties alongside the School Office Manager, promoting a welcoming and pleasant atmosphere:

- Manage telephone, email and face-to-face enquiries in a friendly and efficient way, promoting the school in a positive manner.
- Ensure visitors complete the required security procedures.
- Assist QCPS staff, parents and contractors with operational queries via email and face to face with tact and diplomacy.

General administrative tasks as required, including:

- Liaise with the School Nurse to ensure that school first aid supplies are maintained throughout the year.
- Administer medications and give first aid in line with school policy; liaise with teaching staff and the School Office Manager.
- Assist the Head of Music with Visiting Music Teacher administration.
- Operate standard office equipment including the franking machine.
- Undertake routine clerical duties including generating documents,

electronic and paper filing and data input.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's College Prep.
- Take an active role in the development

and implementation of school policies and in the whole life of the school.

- Ensure that there are equal opportunities for all.
- Follow school procedures as outlined in the staff handbook.
- Be fully committed to safeguarding and promoting the welfare of children.

Person Specification

Essential

- Commitment to the ethos of the school.
- Excellent interpersonal, written and oral communication skills with the ability to deal confidently with a wide range of people including staff, pupils and parents.
- Outstanding communication skills.
- Comfortable working as part of a team.
- Excellent ICT skills, particularly in the use of Word, Excel, and email.
- Outstanding organisational skills.
- An ability to relate well to children and develop effective professional working relationships with adults.
- Passion, resilience, integrity and optimism.
- Approachable and empathetic to the needs of others.
- Enthusiasm and an ability to use own initiative.
- Ability to prioritise and work flexibly as workloads require, and a willingness to take ownership of tasks.
- Attention to detail and ability to actively question and clarify information.
- A role model who demonstrates professionalism at all times.
- Ability to work under pressure and meet deadlines.
- A keen sense of humour and a positive 'can do' attitude.

Desirable

- Experience of working in a school.
- Experience of working with school management information systems.
- First Aid qualification.

Terms and Conditions

- Term time only (plus 5 days during the school holidays), permanent position.
- Start date: February 2021, or as soon as possible thereafter.
- The salary for this role will be competitive, dependent on qualifications, skills and experience.
- Normal hours of work – 0800 to 1700, Monday to Friday.
- Free lunch in the Dining Room during term time.
- Healthcare insurance (taxable benefit).
- Wellness allowance (taxable benefit).
- Defined contribution pension scheme.



Applying for the role

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent head teacher if you are or have been employed in a school), and accompanied by a supporting covering letter. Please do not send CVs.

Completed application forms and covering letters should be sent via email (preferably) to Mr Richard Hall (rhall@qcl.org.uk) or by post to Queen's College, 43-49 Harley Street, London W1G 8BT.

Applications will be considered when they are received by the school and interviews may be held at any stage. Early applications are warmly encouraged. The deadline for applications is midday on Monday 25 January 2021.

Interviews will be conducted via Zoom in the week beginning Monday 25 January 2021. The interview process will include a written task and an interview with the Headmistress, the Deputy Head (Pastoral) and the Registrar. If possible, candidates will also be given a tour of the school and have the opportunity to meet other members of staff.

Queen's College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

Queen's College recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.