



The New Beacon

EX FUMO DARE LUCEM



SCHOOL SECRETARY

EARLY YEARS, PRE-PREP & JUNIOR SCHOOL

ABOUT US

The New Beacon is a leading day and boarding prep school for boys aged 3-13, with a co-educational nursery, renowned for its commitment to excellence in education, sport and the arts.

We pride ourselves on providing an engaging, inspiring, and nurturing environment for our pupils, staff, and visitors. Set in 22 acres of woodland, the School benefits from excellent facilities including, a swimming pool, sports centre, forest school, floodlit astroturf pitch, music school and theatre. Weekly boarding is available for all pupils from Year 5 – Year 8, complimenting the extended day provision and encouraging boys to develop their independence as they progress through school.

In August 2021, The New Beacon merged with Tonbridge School, marking an exciting new chapter in the School's history and providing opportunities for collaboration and innovation across both institutions.

Celebrating 125 years of all-boys prep school education in 2025, the School is excited to continue building on its outstanding reputation, mindful of its history and traditions, and ready for innovation.



JOB DESCRIPTION

Job Title	School Secretary - Early Years, Pre-Prep & Junior School
Reporting to	The Head of Pre-Prep & Junior School, the Head of Early Years, and the PA to the Head
Main Purpose	To provide secretarial and administrative support to the School, primarily the Early Years (EY), Pre-Prep & Junior School (PP&JS). Acting as the first point of contact for parents and visitors, and supporting the Heads of Section in Early Years and Pre-Prep & Junior School and other staff, to ensure the smooth running of the School

MAIN DUTIES

Secretarial and Administrative Support

- Provide general secretarial and administrative support to the Heads of Pre-Prep & Junior School and Early Years, senior and departmental staff.
- Maintain School records, databases, and filing systems, both digital and paper-based.
- Maintain pupil and staff records in accordance with data protection regulations.
- Maintain accurate records, including budgets, absence, schedules, and departmental resources.
- Draft, format, and distribute correspondence, newsletters, reports, and other documents.
- Organise departmental and sectional meetings, prepare agendas, take minutes, and follow up on action points.
- Organise and facilitate the EY, PP&JS diary during each academic year.

Communication and Coordination

- Facilitate clear and timely communication within the School Administration Department and across the wider School community, including pupils, parents, and external stakeholders.
- Act as a first point of contact for internal and external queries relating to the EY and PP&JS.
- Coordinate communication with parents, pupils, visiting speakers, and partner organisations.
- Assist with the promotion of initiatives through newsletters, bulletins, and digital platforms.
- Co-ordinate Discovery Days as requested by the Registrar and in liaison with the Heads of PP&JS or EY as appropriate, informing relevant staff.

Reception Duties

- Act as the first point of contact for parents, visitors, and contractors—answering phone calls, emails, and face-to-face enquiries in a professional and friendly manner.
- Manage visitor sign-in and safeguarding protocols at Reception.
- Process in-bound and out-bound mail and deliveries.

School Organisation

- Assist in organising School events, meetings, trips, clubs and activities, music and LAMDA lessons (e.g. parents' evenings, open days).
 - Manage School calendars, room bookings, before and after school clubs and staff rotas as required.
 - Manage the before and after school care booking systems, creating and circulating daily lists for all staff and booking sheets.
 - Support Admissions and attendance monitoring processes.
 - Assist with preparation for School inspections.
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- Order and manage stationery, supplies, and school resources.

Event and Project Support

- Support the planning and delivery of School events, including external speakers, trips, fixtures and workshops.
- Liaise with operations and catering, and external providers to ensure smooth event execution.
- Compliance and Confidentiality
- To ensure compliance with School policies, including safeguarding and GDPR.
- Maintain confidentiality and handle sensitive information with discretion.

General

- To undertake any reasonable request or other related duties such as covering for general secretarial support as required by your Line Managers.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in our Schools he or she must report their concerns to the Designated Safeguarding Lead or to the Head.

PERSON SPECIFICATION

Experience and Knowledge

- Previous administrative or secretarial experience, ideally in an educational setting.
- Experience with organising events or managing logistics for projects or programmes.
- Fully computer literate and confident with various computer systems (Microsoft Office, OneDrive, Teams etc.).
- Familiarity with a School management system (e.g., SIMS, ISAMS).
- Knowledge of safeguarding and child protection procedures.
- Experience working in the independent school sector or similar environment.

Skills and Abilities

- Excellent verbal and written communication skills with an ability to deal with a wide range of people in a professional and friendly manner.
 - Strong organisational and time management abilities, with a 'can do' attitude and attention to detail.
 - Ability to manage multiple tasks and work under pressure in a busy environment.
 - Professional, approachable, and discreet.
 - Highly efficient with the ability to work under pressure and to tight deadlines.
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Personal Attributes

- A team player with a collaborative approach and willingness to support others in their roles.
- The role requires exceptional organisational skills, discretion, and a warm, professional manner.
- Self-motivated with the ability to prioritise tasks, work under pressure and on own initiative.
- A commitment to excellence.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Reliable, honest and trustworthy.
- Hardworking, dependable, punctual and professional in approach to work.
- Willingness to participate in continuous training and development.

HOURS OF WORK

This is a full time, term time post of 37.5 hours per week, Monday to Friday, from 8.30am to 5pm. There will be a 1-hour unpaid lunch break. There are 35 term time weeks with an additional 2 weeks per term, working 1 week pre each term and 1 week post each term: total of 41 weeks per year.

There may be some flexibility with times of work, and occasions when additional hours are required or working hours may be varied from time to time, by mutual agreement, to meet the demands of the School.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted. The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

RENUMERATION AND BENEFITS

Competitive and generous salary plus proportionate holiday entitlement dependant on knowledge and experience.

Benefits packing including:

- Pension scheme
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Use of swimming pool, sports centre and tennis courts
- Cycle to Work scheme

The New Beacon is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service

APPLICATION PROCESS

Full details and an application pack may be found at
<https://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: **Monday 11 August 2025 at 12 noon**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.



newbeacon.org.uk

Find us

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Kent
TN13 2PB

Get in touch

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