
School Secretary Candidate Information Pack



INTRODUCTION

Abbot's Hill School are looking for a highly organised, pro-active and flexible School Secretary to support both the Prep and Senior School.

Reporting to the Office Manager the School Secretary is part of a busy office team. The successful candidate will have excellent ICT, typing and communication skills coupled with an outgoing and personable nature. The ability to manage multiple tasks and meet tight deadlines whilst maintaining a positive attitude is also essential. Experience of working in a similar role is desirable but not essential.

This role is term time (34 weeks) plus 4 weeks to be worked in the school holidays.

Closing date for applications: 9:00am on Tuesday 15 July 2025

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract Type

TERM TIME PLUS 34 WEEKS
IN THE SCHOOL HOLIDAYS
TO BE AGREED WITH THE
OFFICE MANAGER,
PERMANENT

Hours

8AM - 5PM WORKING HOURS

Salary

COMPETITIVE

Location

ABBOT'S HILL SCHOOL

Holiday

25 DAYS ANNUAL LEAVE
PLUS STATUTORY BANK
HOLIDAYS, PLUS AGREED
DAYS OVER THE CHRISTMAS
AND NEW YEAR PERIOD

Benefits

PENSION
FREE PARKING
LUNCH INCLUDED

ABBOT'S HILL

Our Heritage

We trace our roots back to 1912 when Abbot's Hill was founded on the present site by Alice, Katrine and Mary Baird, advocates of education for girls. The Baird sisters ran a school in the Malverns and in May 1912 they opened Abbot's Hill as an independent boarding school for young women of character.

The School's Main Building was originally built in 1836 by the paper manufacturer, John Dickinson, as a home for him and his family and he named it Abbot's Hill. The Dickinson family founded one of the world's largest stationery firms of the 19th and 20th centuries.

On John Dickinson's death in 1869, Abbot's Hill passed to his only surviving son John and then in 1908 to Sir Arthur Evans. Arthur Evans, the Archaeologist and discoverer of Knossos, was John Dickinson's great-grandson and had spent part of his childhood at Abbot's Hill. He did not however return to live there but arranged for it to be sold to the Baird sisters.

Over the years, the school has developed and grown in a variety of ways, but the key milestones in its history were in 1969, when St Nicholas House School moved to the Abbot's Hill site to form the Junior Department and in 2003, when boarding ceased. However, Abbot's Hill retains its boarding feel, which is to be seen in the emphasis given to co-curricular pursuits, the intrinsic importance of pastoral care and the school's strong sense of community.

The School

Founded over 100 years ago to educate young women of character, Abbot's Hill School places great value on the development of the individual.

We are ambitious for all our pupils and they excel here. We value their voices and embrace our diverse community. As we empower them, so they empower each other and, in so doing, develop a deep sense of responsibility for their community at school, locally and in the wider world.

Children and young people will thrive best where they have a strong connection to their school and more particularly the adults who teach them. We are so proud of the quality of relationships here. The experienced professionals at Abbot's Hill take seriously their responsibility to positively shape the lives of the young people in their care. Our aim is that each individual will discover their own brilliance.

So it is that pupils at Abbot's Hill embark on a series of journeys during their time with us. The first journey, the academic journey through our well-planned and sequenced curriculum will, enrich, excite and stimulate their minds.

Knowledgeable, discerning and well-informed, our pupils will be inquisitive, enquiring learners who love to learn both now and throughout their lives.

The second journey through school is the development of the values and attributes that will stand them in good stead as adults both personally and professionally. A clear set of values therefore shapes our interactions as a community and underpins our code of conduct. This unequivocal moral guidance prepares pupils to positively challenge bias and navigate with confidence the world we live in.

The third journey, the journey where we work most closely with parents, is the development of character. The attributes of collaboration, critical thinking, creativity, and communication are consciously developed and embedded through rich and varied curricular and co-curricular opportunities and so the pupils become self-aware and self-confident.

In the modern world today where the pace of change is rapid an Abbot's Hill education has tremendous relevance. Kindness, humanity and resilience will be the defining characteristics of this generation and these qualities resonate through our school.

The Mill Hill Education Group

In April 2024, Abbot's Hill became the tenth UK school in the Mill Hill Education Group, after a charity merger. Abbot's Hill now benefits from the wider support network across the Group, including in marketing and admissions. The Group also offers the financial security that underpins future investment, with the next major project being the extension of co-education to Reception-year 6, planned from September 2025. This will underpin a strategy to expand total pupil numbers across the whole school by around 100 pupils over the next few years. The new appointee will play a central role in this strategy.

Mrs Sharon Schanschieff

Head

LOOKING TO THE FUTURE

Our Mission

To foster a community in which all individuals are happy and inspired to live purposeful and fulfilling lives, while remaining true to our founding values of strength and character.

Our Vision

A first choice school with outstanding environments in which to work, learn and play. We embrace diversity and provide an education fit for the modern world by challenging everyone in our community to be confident in who they are, develop strength of character and to become active, compassionate citizens who make significant and lasting contributions to others throughout their lives.



JOB DESCRIPTION

- Whole School Pupil Electronic Registration – Morning and Afternoon
- Uploading attendance registers monthly, half termly and termly, alerting HoYs and Attendance Office of any issues
- Administration relating to morning and afternoon registration including phoning parents when necessary and producing twice daily fire registers from attendance registration
- Keep up to date with DoE registration codes and current DoE Attendance Guidance. Raise and resolve attendance queries and liaise with Attendance Officer
- Lesson Registration – Receive alerts when pupils are not in class. Locate missing pupil and let the class teacher know or escalate if unable to find them. Chase staff for completion of morning and afternoon registers
- Record pupils Signing in/out during the day for sporting fixtures or appointments

Transport

- Liaise with Vectare, bus service, parents and all bus drivers
- Liaise with coach operators if not on site by 4.20pm
- Oversee students boarding coaches at the end of the day and cross reference with Vectare app bookings
- Arrange transport for school trips including obtaining quotes and providing confirmation to trip leaders
- Arrange transport for fixtures from external providers or AHS
- Oversee taxi account
- Booking of school minibuses for smaller trips
- Monitor & answer school buses email account

Telephone

- Back-up for incoming calls (with Receptionist)
- Take and distribute messages, ensure all urgent/important information is communicated effectively to all staff

Prep School Support

- Supervise and escort Prep pupils who arrive late to school or who are waiting to be collected when necessary
- Manage visitors to the Prep School and escort them to locations around the school as needed
- Day to day administrative support to Prep staff as required

- Events - Support with the admin for school events and setting up for Parent Events

Annual Mailing and Joining Packs

- Upload completed forms to Document Viewer in SchoolBase for Prep and Senior pupils
- Run a report periodically in MSP to identify all non-responses and send a reminder email to parents
- Update internal telephone directory
- Opens day/Parent's evening - administration including name plaques, parent packs and assisting with set up

Support School Receptionist with

- Post / Mail
- Sort and distribute incoming post to the whole school
- Frank external post ready for RM collection
- Updating safeguarding posters
- Achievement points certificates



- To carry out any other duties that might reasonably be required from time to time according to the needs of the school
- Provide cover for admin team during busy periods and/or when colleagues are absent

General Admin outside term time

- Pupils' Files:
- Scan / file all pupil correspondence for Prep and Senior school in the year files
- Annual sorting of pupil archive files for all leavers. Remove and shred the oldest cohort files
- Pupil, Parent and Staff Badges
- Produce / replace parent name badges for Senior and Prep school for events across the year
- Produce / replace pupil name badges
- Order new staff metal badges as required in liaison with Marketing Dept
- Replenish the stock of office bearer badges for senior school
- Order Clan Point stickers, badges, cups and trophies and distribute to Prep teaching staff if necessary

General Requirements

- To carry out all duties in accordance with the Mill Hill Education Group (MHEG) Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate
- To comply with MHEG & Abbot's Hill School's operating policies and procedures as issued from time to time, particularly the School's Safeguarding Policy
- This is a front of house role and a smart dress code is expected
- Attend Inset Days, Open Days and any other School functions as requested by the Head / Bursar as required
- In the event of a fire take the relevant books/ paperwork to the fire assembly point



PERSON SPECIFICATION

- Good ICT skills including Word, Excel, Outlook & Teams
- Competent and accurate typing skills
- Very well organised, able to manage multiple tasks and to meet tight deadlines
- A good communicator, both in writing and orally
- Attention to detail
- Ability to adhere to the School's Branding Guidelines
- Flexible, pro-active and adaptable
- Out-going and personable and able to work alone or as a team member
- Maintain an appropriate standard of discretion and confidentiality
- Experience of working in an office is essential.
- Experience of working in a school environment would be beneficial but not essential
- Experience of pupil registration in a school environment would be beneficial but not essential



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 15 July 2025**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



Ever inspiring | Highly ambitious | Big hearted



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