



QUEEN'S GATE
SCHOOL

APPLICANT INFORMATION

Senior School Secretary

COMMENCING December 2025/January 2026

125-126, 131-133 QUEEN'S GATE
SOUTH KENSINGTON
LONDON
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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



The duties of this role are outlined below; however, it is expected that these will be finalised in consultation with the successful candidate.

First Point of Contact. Front facing contact with all pupils, parents, staff and visitors via email, telephone or in person. Dealing with concerns and enquiries accurately, efficiently and in a timely manner. Monitoring the front door and checking for deliveries and visitors, thus providing security. (This work would be done in conjunction with the Assistant Secretary.)

Pupil Concerns. Medical and Pastoral. Handling of confidential information. Medical or pastoral concerns. Storage and dissemination of information to correct people, accurately and timely and keeping all matters confidential. Dealing with all children who are unwell during the school day with the support of the Assistant School Secretary and the Pastoral Team

Communications. Ensuring that all outgoing communications are accurate and sent out on time. Responses are collated and outstanding paperwork/replies are chased. This work is usually done by the Assistant School Secretary, but having sight of and providing advice to the Assistant Secretary is necessary. Checking all relevant email in-boxes frequently to avoid missing important information and being able to remove unwanted content.

Registers and Attendance. Ensure that all registers are taken accurately, and any pupils absence is chased. (This role falling mainly on the Assistant Secretary but acting in a supervisory/supporting role.)

Medical/Health Support. Storage of medication for all those girls needing items in school. Preparation of Care Plans for these girls, in conjunction with Pastoral Care Director and her team and parents. Creation of Medical Alert Information for teaching staff.

Vaccination Programme. Preparation of paperwork and diarising visits for all vaccinations for girls and staff flu jabs annually. Handling the movement of girls on the day.

Examinations. With the support of the Assistant School Secretary, preparing and creating labels for exams department, exam trays, taking calls from girls and parents on results day and the administration and collation of certificates when they arrive in November. Safe distribution of examination certificates to recipients.

Fire Safety. Creating form list for fire evacuation including JS listings for rooms used by SS staff.

School Trips. Ensuring that all comms to parents are sent out in a timely manner, permissions have been received, phones for the day are loaded with medical details and first aid kits have been collected. Packed Lunches have been ordered. (This function will mainly be carried out by the Assistant School Secretary.)

Prize Giving. Working with the VP in order to plan annual prize giving including ensuring cups and book tokens are purchased, engraved and arranged in the venue on the day.

Remembrance Service. Working with VP in order to plan annual event and achieve the smooth running of the morning.

Transcripts. Preparation of suitable transcripts when required. To be given to the Principal's office for stamping and signing.

THE PERSON

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

- Reliable
- Efficient
- An excellent communicator both verbally and in writing
- Have excellent IT skills with a good working knowledge of packages used in an office environment with the 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

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 of 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 Monday, 20 October**. The School reserves the right to appoint ahead of the closing date if we receive an application from a suitable candidate.

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