



QUEEN'S GATE
SCHOOL

APPLICANT INFORMATION

Junior School Secretary

required for September 2026

125-126, 131-133 QUEEN'S GATE
SOUTH KENSINGTON
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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, consistently performing in the top 10% of schools in the country for value-added scores. We have pupils performing at the highest levels in Music, Drama and Sport. 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 Studies
- Director of Pastoral Care
- Director of Sixth Form

The Junior School has an additional leadership team, which currently comprises the following staff members:

- Director of the Junior School
- Assistant Director of Junior School (teaching and learning)
- Assistant Director of Junior School (pastoral care)
- Assistant Director of Junior School (co-curricular)

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



We are seeking recruit a Junior School secretary. The role is broad, and, as is the case for all those working in schools, we can guarantee that no two days will be the same. The successful candidate will have the opportunity to work closely with other administrative staff, forming part of the vital team who keep our School running. The post also involves constant contact with our wonderful pupils, who we know will welcome our new colleague with open arms.

The successful candidate will be required to carry out a wide range of administrative duties, including maintaining key records, managing communications with a range of stakeholders, and supporting the planning and running of major School projects and events. From time to time, all administrative staff may have to cover for other administrative staff and so an adaptable mindset and keenness to learn beyond their immediate remit will be essential.

This role would suit someone with past experience of working in school administration. Equally, it might be attractive to someone just embarking on their career, including someone considering moving in years to come, for whom it would provide valuable hands-on experience in a school environment. The role is full time; however, the Acting Principal is committed to inclusive recruitment, and so would be pleased to hear from candidates interested in a part-time, job-share opportunity.

The person specification is not necessarily a comprehensive definition of the post, nor does it specify how time will be apportioned between tasks. The post holder may be required to carry out other duties, not included in the person specification, as is reasonably required by the Acting Principal from time to time. Overtime is not usually paid on these occasions.

As a School we are heavily committed to providing a workplace where staff can develop their skills and advance their career. The successful candidate will have the chance to contribute to School development, and to benefit from CPD opportunities.



THE PERSON



Personal Qualities	Essential	Desirable	Method of Assessment
Reliable	•		<ul style="list-style-type: none"> • Opportunities at interview • Reference
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	•		
Ability to sustain confidentiality in sensitive situations	•		
Sensitive to the needs of others	•		
Flexibility, resilience and excellent organisational skills	•		
Ability to work under pressure	•		
Ability to work as part of a team which includes teaching, administrative and ancillary staff	•		
Ability to take initiative	•		
Appreciative of the Queen's Gate ethos and values	•		
Sense of Humor	•		

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.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS) and have references taken up with previous employers, including the most recent.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

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 Friday, 26th June**. The School reserves the right to interview and appoint earlier than the closing date should we receive a suitably qualified applicant.

