QUEEN'S GATE SCHOOL

APPLICANT INFORMATION

Junior School Secretary

Fixed Term
January to July 2027.
Term time only

125-126, 131-133 QUEEN'S GATE
SOUTH KENSINGTON
LONDON
SW7 5LE

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QUEEN'S GATE SCHOOL TRUST LTD
REGISTERED CHARITY NO. 312724



THE ROLE







Queen's Gate is a very happy school for girls aged 4-18, located in South Kensington amidst a dazzling array of world-class educational and cultural institutions. We are a close-knit community, where pupils, staff and parents enjoy working collaboratively to create a welcoming, empowering and exciting learning environment. Our values shine through all that we do: recognising the worth of each member of the community as an individual; aspiration that we should each seek to be our own best, whatever that might mean; and a warm generosity of spirit. We are an inclusive community, with our diverse, multi-national pupil, parent and staff body reflecting our cosmopolitan home in this global city.

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. A person specification is below.

ABOUT US

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.

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 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 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.






Personal Qualities	Essential	Desirable	Method of Assessment
Reliable	•		• 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 Humour	•		

PERSONAL QUALITIES





General Administration

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Deal with emails, telephone calls and enquiries in a professional and timely manner.	•		
Maintain accurate pupil records and update information as required.	•		
Update emergency contact details and medical records.	•		
Contact parents when necessary regarding school events, clubs and general school matters.	•		
Take minutes at meetings as required and distribute documentation.	•		
Assist with the preparation and distribution of school communications.	•		
Issue invitations to school events and manage responses where appropriate.	•		
Support the production and distribution of reports and other school documentation.	•		
Assist with the compilation and publication of the school calendar.	•		
Organise termly and end-of-term mailings.	•		
Order and manage stationery and office supplies.			
Assist with the organisation of school photographs and other annual events.			
Undertake filing, record keeping and general administrative duties.			
Provide administrative support for whole-school initiatives and projects as required.			



Reception and Visitor Management

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Act as the first point of contact for visitors, parents, pupils and staff.			
Answer the door, telephone and general enquiries.			
Meet, sign in and welcome visitors.			
Maintain visitor records and safeguarding procedures.			
Update and manage the door entry system.			

Pupil Welfare and First Aid

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Run the Junior School sick bay.			
Look after pupils who are unwell or injured and have been sent to the office.			
Administer first aid and maintain accurate records of treatment.			
Contact parents when required.			
Administer medicines in accordance with school policies.			
Order and maintain medical supplies.			
Hold and maintain an up-to-date Paediatric First Aid qualification.			

Co-Curricular and Clubs Administration

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Support the administration of the school's clubs and activities programme.			



Admissions Support

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Liaise with the Admissions Team regarding prospective pupils.			
Assist with visits, open events and assessment days.			
Support the administration of admissions processes as required.			
Prepare documentation and schedules for assessments and interviews.			

Maintenance, Catering and Housekeeping

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Liaise with the Maintenance Manager regarding maintenance issues reported to the office.			
Notify the Catering Manager of any catering concerns.			
Arrange packed lunches for school events where required.			
Liaise with Housekeeping regarding facilities, refreshments and event requirements.			
Report any health and safety concerns promptly.			

Whole School Administrative Support

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Provide administrative support across both the Junior and Senior Schools as required.			
Assist with whole-school events, productions, concerts, examinations and parent events.			
Support data entry and record management across school systems.			
Assist with the administration of staff training, meetings and events where required.			
Contribute to the smooth day-to-day running of the school by undertaking other administrative tasks according to School need.			



Notes

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment at any time following consultation with the post holder.

Salary £30-35k depending on experience.

QUEEN'S GATE SCHOOL

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 **Noon Tuesday 8 December 2026.** Interviews will be held afternoon of **Friday 11 December 2026.** However, we would welcome the opportunity to interview sooner any suitable applicants, and reserve the right to appoint before the published closing date.

