

School Secretary

Lorenden Preparatory School is seeking a friendly, organised and highly efficient School Secretary to become a central member of our school community.

Lorenden is a small, welcoming independent preparatory school for children from Nursery to Year 6. The School Secretary sits at the heart of daily school life and will often be the first point of contact for parents, pupils, visitors and callers.

This is a varied and busy role requiring excellent organisation, strong communication skills, discretion and the ability to remain calm and helpful when managing several different priorities at once. The successful candidate will provide high-quality administrative support across the school and help ensure that the school office runs smoothly, professionally and warmly each day.

The role

- Provide a warm and professional first point of contact for parents, pupils, visitors and callers.
- Manage the day-to-day administration of the school office, including telephone calls, emails, post and general enquiries.
- Provide administrative support to the Head, Deputy Heads and other colleagues as required.
- Maintain accurate pupil information, school records, registers and other administrative systems.
- Support school communications, events, clubs, activities, admissions administration and the school calendar.
- Provide first aid to pupils as part of the school's wider first-aid provision, following appropriate training.
- Help ensure that school office procedures and records meet safeguarding, data protection and compliance requirements.

About you

We are looking for someone who is warm and approachable, highly organised, accurate, confident with IT, able to work independently and as part of a team, and who understands the importance of confidentiality and safeguarding. Previous administrative experience is essential; experience within a school or education setting would be advantageous. For further details, please see the full Job Description and Person Specification below.

Closing date: Friday 9th October 2026

Interview date: Wednesday 14th October 2026`

Applications should be made using the School's application form and returned to office@lorenden.org

Lorenden Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate safeguarding checks, including an enhanced DBS check, satisfactory references and checks of previous employment.

Job Description

Job Title: School Secretary

Reports to: Head

Hours: 30 hours per week, Monday to Friday, term time only

Salary: £15.00 per hour, 41 weeks per year

Contract: Permanent

Purpose of Role

To support the effective day-to-day running of the school office, providing high-quality administration and a welcoming, professional first point of contact for pupils, parents, staff, visitors and external agencies. The School Secretary will work closely with senior and administrative colleagues to ensure that routine school systems, records, communications and practical arrangements are managed efficiently and accurately.

Key Responsibilities

1. School Office & Administration

- Support the smooth day-to-day running of the school office, helping it to operate as a welcoming, efficient and professional hub.
- Act as a first point of contact for parents, pupils, staff, visitors, callers and external agencies.
- Answer telephone calls, manage routine emails and correspondence, receive post and deal with enquiries promptly and appropriately.
- Provide administrative support to the Head, Deputy Heads and other colleagues as required.
- Prepare letters, forms, lists, documents and other routine school communications.
- Maintain efficient electronic and paper filing systems and handle confidential information with discretion.
- Respond to reasonable ad hoc administrative requests which support the effective running of the school.

2. Pupil Records, Registers & Systems

- Maintain accurate and up-to-date pupil information on the school's management information systems and other administrative records.
- Support the administration and monitoring of registers, clubs, activities and other pupil records.
- Support the timely transfer and receipt of pupil information when children join or leave the school.
- Help ensure that records and office procedures are maintained in accordance with school policies, safeguarding requirements and data protection expectations.

3. Calendar, Events & Communications

- Maintain the school calendar and support the scheduling of appointments, meetings and regular school events.
- Provide administrative support for school events, including producing lists, programmes, invitations and other materials where required.
- Support the preparation and distribution of newsletters and other routine communications to parents.
- Assist with practical arrangements for clubs, trips, visitors and school activities as required.
- Liaise with parents, staff and external organisations to support the smooth organisation of school activities.

4. Admissions & School Promotion Support

- Provide a warm welcome to prospective families visiting the school and support arrangements for tours and admissions visits.
- Provide administrative support for admissions enquiries, visits, offers, enrolment and new-pupil information as directed by senior colleagues.
- Maintain accurate admissions-related records and ensure information is passed promptly to the colleagues with strategic responsibility for admissions.
- Assist with Open Days, induction events and other school promotional activities where required.
- Provide practical administrative support for website, social media or marketing activity where requested, without holding strategic responsibility for these areas.

5. Pupil Welfare & First Aid

- Provide first aid to pupils as part of the school's wider first-aid provision, following appropriate training.
- Respond appropriately and sensitively to pupils who come to the school office for assistance, referring pastoral or safeguarding matters promptly to the appropriate senior member of staff.
- Maintain accurate records relating to first aid and other office-based pupil support as required.

6. General Responsibilities

- Support and promote the school's ethos, values and commitment to high standards of care and professionalism.
- Maintain strict confidentiality and handle personal or sensitive information appropriately at all times.

- Follow the school's safeguarding, health and safety, data protection and other relevant policies and procedures.
- Attend INSET or training sessions where required as part of the role.
- Undertake any other reasonable administrative duties which support the effective day-to-day running of the school.

Person Specification

Essential

- Previous administrative experience in a busy working environment.
- Educated to at least GCSE level or equivalent, including English and Mathematics.
- Excellent written and verbal communication skills.
- Good general IT skills, including confidence with email, word processing and spreadsheets.
- Strong organisational and planning skills, with the ability to prioritise and manage several tasks at once.
- A high level of accuracy and attention to detail.
- The ability to work independently, use initiative and contribute positively as part of a team.
- A warm, friendly and professional manner when dealing with pupils, parents, colleagues and visitors.
- Sound judgement, discretion and a clear understanding of confidentiality and data protection.
- The ability to remain calm, flexible and helpful when responding to unexpected situations.
- A clear commitment to safeguarding and promoting the welfare of children.
- Willingness to undertake appropriate first-aid, safeguarding and systems training.

Desirable

- Previous administrative experience in a school or other education setting.
- Experience of using a school management information system or similar database.
- Experience of supporting admissions, school events, communications or parent-facing administration.

Personal Qualities

- Organised, efficient and dependable.
- Friendly, approachable and patient.
- Resilient and adaptable.
- Kind, honest and discreet.
- Able to build positive relationships across the school community.
- Willing to learn, improve practice and contribute to the wider life of Lorenden.

Application & Safeguarding

Applicants should complete the School's application form. References will be sought for shortlisted candidates before interview where possible.

Lorenden Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment will be subject to appropriate child-protection screening, including checks with previous employers and an enhanced Disclosure and Barring Service check. Safeguarding will form part of the interview and reference process.