



School Secretary Job Description

Accountable to: Headmaster

Responsible to: Deputy Head

Key Responsibilities: We are looking for a dynamic and highly organised individual with excellent administrative and communication skills to join our close-knit school community. This key role combines front-of-house duties, administrative support, and oversight of the admissions process.

Safeguarding Statement: *Safeguarding is Everyone's Responsibility. Lyndhurst School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

Salary: £14.20ph / £22,152PA

Hours: Term time 34 weeks + INSET days + 10 days TBA,
Monday – Friday, 8:00am – 4:30pm (on-site)

Benefits:

- Longer holidays (17 weeks!)
- Family feel/environment
- Potential for positions of responsibility and career growth
- Free parking
- Complimentary lunches
- Staff social events

Key Qualities

- Technically confident, organised and proactive
- Personable and professional communicator
- Creative with a flexible, can-do attitude

Key Responsibilities

Safeguarding & Conduct

- Promote and safeguard the welfare of pupils at all times
- Comply with the School's Safeguarding and Child Protection policy, reporting concerns to the Designated Safeguarding Lead (DSL) or the Head
- Stay familiar with pastoral care policies and remain aware of pupils' wellbeing
- Uphold the School's Code of Conduct and policies as required



Office Administration

- Act as first point of contact for parents, staff, and visitors
- Manage calls, emails and post; coordinate refreshments for visitors
- Assist with event planning and daily school admin tasks (e.g., filing, typing, returns, registers)
- Maintain attendance registers and statutory returns
- Support LAMDA, ABRSM exams, and general clerical needs

MIS & Records Management

- Maintain and update Office 365 and MIS (HUBMis) systems
- Manage communication to parents via MIS
- Oversee pupil data, contact/medical updates, school roll, calendar and portal
- Complete annual MIS rollovers and start-of-year setup
- Maintain accurate staff electronic records

Events Planning & Organisation

- Lead the organisation of internal and external events such as open days, taster sessions, school fairs, concerts, and celebrations
- Liaise with staff and external providers to coordinate logistics, communications, and publicity
- Develop planning timelines for each event, including budgets, communications, and promotional materials
- Ensure all events reflect the values and standards of Lyndhurst School and support admissions and community engagement

General Office & School Support

- Provide admin support across departments as needed
- Support the Admissions and onboarding process
- Cover other admin roles in absence
- Order stationery and educational resources
- Support compliance and school policy documentation
- Maintain office supplies, copiers, and the staffroom
- Arrange logistics (e.g., transport, venues, catering, flowers/cards)

Events & Extra-Curricular

- Organise parent evenings and assist with other events
- Manage club/extracurricular registers and music peripatetic timetables
- Book trip logistics and liaise with catering for school functions

Other Requirements

- Be a qualified First Aider (training provided)
- Demonstrate professionalism in presentation, attendance, and punctuality
- Undertake training as required
- Be a positive role model and ambassador for the school