



# FRANCIS HOLLAND

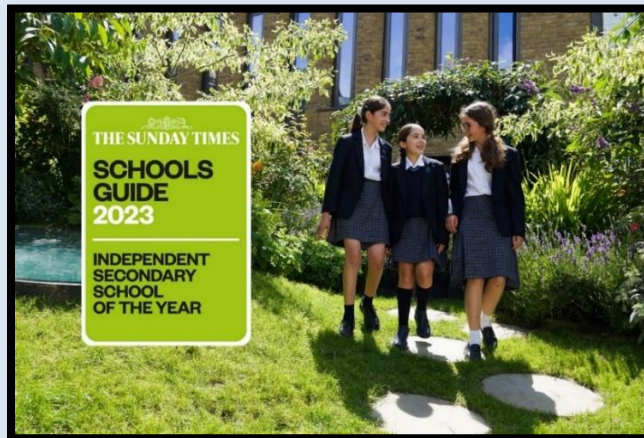
## SLOANE SQUARE

### SCHOOL SECRETARY

### JOB APPLICATION PACK

**TERM TIME + 6 WEEKS | PERMANENT | SEPTEMBER 2026**

**ACTUAL SALARY £33,186 per annum**



**39 Graham Terrace**  
**LONDON**  
**SW1W 8JF**  
**Tel 020 7730 2971**



## FRANCIS HOLLAND SLOANE SQUARE

### General Information

Francis Holland Sloane Square is a highly sought-after, independent selective school for 600 senior pupils aged 11 to 18 (HMC and GSA). The School is located on a spacious site in a beautiful residential part of Belgravia, close to the Saatchi Gallery and many cultural institutions such as the Victoria and Albert Museum, the Science and Natural History Museums, the Royal Academy and the Tate Galleries. The proximity to Imperial College offers us unparalleled access to lectures and support.

The School has enjoyed some significant building developments in recent years to accommodate a dramatically increasing roll and our vision for creative learning for the real world. Most recently, the Sixth Form (150 pupils) has moved into a spacious and inspirational building called The Old School House, which forms a bridge to higher education and provides an exciting environment for young people to develop their independence.

Francis Holland Sloane Square is overall a vibrant international community, and families from major cities abroad often seek places for their children here as a priority. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, and the care of the children is renowned and exceptional. A team of counsellors provide additional support to the pupils and staff, reflecting our emphasis on supporting wellbeing.

A very wide range of co-curricular opportunities is also offered to the pupils, and all staff contribute to this vibrant and vital dimension of the School. Over sixty clubs and societies, outstanding music and drama opportunities and our renowned art department are complemented by an exceptional sporting reputation which benefits from the superb facilities of nearby Battersea Park. Overseas trips and annual expeditions for all pupils build resilience and independence. The School has a distinctive emphasis on creativity and innovation, and all pupils learn to use their 'time, talent and treasure' in the service of the local and wider community. Volunteering and fundraising are strong, and all students develop an understanding of social enterprise, with many setting up their own business ventures.

Academic standards are consistently high throughout the School, placing it amongst the most successful schools in the UK with outstanding results at [GCSE](#) and [A Level](#). On leaving, after A Levels, students proceed to a wide range of prestigious higher education institutions across the globe. The staffing ratio is generous, and the School has its own attractive salary scale.



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### Role Overview

We are seeking an organised, professional, and approachable School Secretary to join our busy school office team. This is a key front-facing role, providing exceptional administrative and reception support to ensure the smooth day-to-day running of the school. The successful candidate will be the first point of contact for parents, pupils, staff, and visitors and will play an important role in supporting the wider administrative functions of the school.

As School Secretary, you will provide efficient reception and administrative support across a wide range of school operations, including attendance administration, pupil welfare, examinations support, communications, and general office management. This is a varied and fast-paced role suited to someone who is calm under pressure, highly organised, and able to manage multiple priorities with professionalism and discretion. This role is 40 hours per week.

### Key Responsibilities

#### Reception and Front Office

- Act as the main point of contact for visitors, staff, parents, and pupils
- Answer and direct telephone calls promptly and professionally
- Manage visitor sign-in procedures and safeguarding protocols
- Escalate calls and queries to the Office Manager where appropriate

#### Attendance Administration

- Maintain accurate pupil attendance records
- Monitor attendance throughout the school day
- Follow up on missing registers with teaching staff
- Contact parents regarding pupil absences when required
- Sign pupils in and out during the school day
- Keeping databases, address lists, and pupil records up to date

#### Student Welfare

- Support pupils who feel unwell and ensure appropriate procedures are followed
- Provide front office cover for the School Nurse when required
- Ensure pupils leaving school due to illness are signed out correctly

#### School Administration

- Send school communications and letters (including Trips and Sixth Form as needed) via iSAMS
- Maintain confidential pupil records and filing systems
- Support school events and administrative projects
- Create locker labels and tuck cards for new pupils
- Liaise with parents regarding emergency contact and medical information



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- Liaise with IT regarding technical support requirements

### **Examinations Support**

- Assist the examinations team with exam processing and certificates
- Maintain accurate records for examination documentation and distribution

### **Office Organisation**

- Process incoming and outgoing post
- Manage staff pigeonholes
- Book taxis for staff members

### **Sixth Form Responsibilities**

- Support the Sixth Form front desk daily between 10:45am and 12:45pm, undertaking duties including, but not limited to, the following:
  - Supporting the Sixth Form Manager and carrying out day-to-day tasks as directed
  - Completing visitors' forms for the speaker programme and Sixth Form events
  - Supporting the compilation of the Sixth Form Notices and Futures Newsletter

### **Additional Responsibilities**

- Support Duke of Edinburgh administration
- Undertake Fire Marshal duties
- Carry out administrative and research tasks during school holiday periods as directed by the Head
- Support the Sixth form front desk daily during the hours of 10:45-12:45pm
- Compliance with Health & Safety responsibilities
- Participation in appraisal and professional development/training
- Flexibility to adapt to changing school needs and duties

### **The Successful Candidate Will Have**

- Excellent organisational and administrative skills
- Strong communication and interpersonal skills
- A professional and welcoming manner
- The ability to work efficiently in a busy environment
- High levels of accuracy and attention to detail
- Confidence using Microsoft Office.
- Experience in school management systems such as iSAMS is desirable.
- A commitment to confidentiality and safeguarding

### **Safeguarding**

Francis Holland School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and adhere to the school's safeguarding policies and procedures. The successful applicant will be subject to enhanced DBS and safeguarding checks.



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## **Role Expectations**

**Detailed below are the main professional requirements expected of all staff at Francis Holland:**

- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to teach and prepare carefully allocated lessons using resources and strategies suited to the age and ability of the girls, in accordance with the syllabus; to contribute to planning schemes of work, as appropriate;
- to be responsive to the needs of individual pupils and to liaise with the Head of Learning Support and other staff with specific requirements when necessary;
- to set prep, mark work and keep records as required; to monitor the progress of allocated groups and individual students; to assist in invigilating, setting and marking examinations, and in internal moderation;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development; for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with subject and professional developments
- to attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- to take appropriate educational visits; to support/contribute to co-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the school community;
- to carry out any other responsibilities which may be reasonably be required or delegated by the Head of Department and/or Head;
- FHS is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to DBS clearance.



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## Application

Interested candidates are invited to submit an application via My New Term. The closing date for applications is **8:00am on Monday 15<sup>th</sup> June**. First stage online interviews will take place **w/c Monday 15<sup>th</sup> June**. Final stage interviews will take place **w/c Monday 22<sup>nd</sup> June**. Applications will be considered as they are received. The school reserves the right to appoint at any stage.

All appointments at Francis Holland School are conditional upon clearance by the Disclosures and Barring Service (DBS testing).

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of the recruitment process, online and social media checks will be carried out prior to interview. Appointment to this role is subject to statutory safeguarding checks, including a satisfactory DBS certificate and references. This post is classed as regulated activity with children, as it involves the teaching, training, or supervision of children on a day-to-day basis, and is therefore exempt from the Rehabilitation of Offenders Act 1974.*