



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Kimbolton Preparatory School

School Secretary

Required to start at the earliest opportunity

Welcome from Claire Petrie, Head of Prep



I am delighted that you are interested in this important role at Kimbolton Prep School and I hope this candidate pack answers some of the questions you may have. At Kimbolton Prep School, we recognise how important the first years of education are. Our vision is to provide an outstanding, modern, all-round education that challenges children to become curious, courageous, and kind young adults capable of making a positive impact on the world. We encourage integrity and endeavour from the moment children join our community.

Our ethos is rooted in creating a collaborative, supportive, and inspiring environment for all. Kimboltonians work diligently, embrace personal responsibility, and are willing to take risks. Our Prep School culture is characterised by empathy, service, humour, and respect for diverse perspectives. Academic ambition is central, but we also place great importance on the overall happiness, well-being, success and growth of our pupils and staff.

If you would like to visit us or have any additional questions, please do not hesitate to get in touch. I look forward to hearing from you.

Claire Petrie
Head of Prep

Welcome from Will Chuter, Headmaster



Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter
Headmaster



Kimbolton Preparatory School

Job Description

School Secretary

To start at the earliest opportunity

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

At our Preparatory School, the class sizes are small and our year groups all have at least two classes so children have plenty of scope to establish a broad range of friendships while learning to integrate newcomers with ease. Specialist teaching from the youngest of ages brings an added dimension to learning and our enviable facilities are enhanced through regular access to the first class facilities at the Senior School.

Teaching at Kimbolton offers many opportunities from the academic, super curricular to a vast range of extra-curricular activities. The Common Room enjoys a reputation for its friendly and happy working atmosphere. This post pertains to the Preparatory School (ages 4-11).

Further information about the School can be found on the School website at www.kimboltonschool.com

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

Kimbolton School is seeking an organised, approachable and proactive School Secretary to join our Preparatory School team. This is a key role at the heart of the school, providing a warm and efficient point of contact for parents, pupils, staff and visitors, and ensuring that the office runs smoothly on a daily basis.

Main Duties

- Greet parents and answer queries at beginning/end of day as appropriate. In person and on the phone.
- Deal with all parent/teacher emails and action as required.
- Registration – morning and afternoon.
- Create any temporary bus passes and add to Engage for charging.
- Send messages to parents via Engage, manage replies, create Microsoft Forms as required.
- Sign in visitors and issue lanyards.
- Support the SLT team as required.
- Newsletter – collate information/photographs throughout each week for publication on Friday afternoon. Send them to parents and all relevant staff.
- Create a file of photos for Kim Prep Press and update powerpoint for Reception area TV Monitor. This will include assisting with Prep School marketing.
- Keep an up-to-date electronic school calendar, assisting with scheduling of school events and preparing a termly online calendar for uploading to the website.
- All ordering for the Prep School and raising purchase orders on Engage.
- Overseeing the arrangements for Volunteers at the Preparatory School.
- Educational visits and outings - Liaise with Lower and Upper Prep staff re coach bookings, costings and send Engage messages with details of trips to parents. Send details of disbursements to Bursary for charging.
- Booking photographers for all school photographs. Issuing details to parents of how to purchase these.
- Photocopying, laminating, scanning, filing of documents and general office duties as necessary.

Kim Club Administration:

- Amending and producing daily registers for all Kim Club sessions.
- Inputting daily all Kim Club disbursements directly onto Engage ready for charging at the end of term.
- Managing ad-hoc bookings in a diary system.

Person Specification

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to GCSE level or equivalent to include English and Maths.	
Skills and Experience	<ul style="list-style-type: none">• Proficient in the use of Microsoft Office, to include being able to “touch type” and the ability to design simple spreadsheets.• Previous practical experience of working in an office environment	<ul style="list-style-type: none">• Experience of working in a School Office.• Knowledge of school administration practices and procedures

	<ul style="list-style-type: none"> • Understand and respect sensitivity of information to ensure all data is protected. • Excellent organisation skills. • Ability to prioritise workload and to work to, and to meet, deadlines. 	<ul style="list-style-type: none"> • An awareness of Health & Safety issues. • An understanding of safeguarding issues relating to children and other stakeholders.
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors and staff. • Ability to problem solve. • Ability to work accurately under pressure in a very busy environment. • Ability to work using own initiative and as part of a team. • Flexible attitude to work including working hours, demands and changes in the role. • Smart professional appearance. • Commitment to safeguarding and protecting the welfare of children and young people. • Commitment to Health and Safety. 	

Terms and Conditions

Reporting to:	Secretary to the Head of Preparatory School
Accountable to:	The Bursar
Hours of Work:	<p>Full-time/Term Time position working 38.75 hours per week for 34 weeks per year.</p> <p>Monday to Friday 08:30hrs to 17:15hrs with 1-hour unpaid lunch break.</p> <p>This is a term time only position working 34 weeks and there is an expectation that you will need to be flexible around the weeks worked to cover for any major school events which are held outside of the normal school opening hours.</p>
Remuneration:	Dependent upon qualifications, skills, and experience
Probationary Period:	6 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.

Referees: The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **9th February 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place between **11 – 13th February 2026**. Please note that interviews may take place ahead of the closing date and ahead of the interview date listed above.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service

before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies