



# Perrott Hill

## SCHOOL SECRETARY



JULY 2024

### *Potential job applicants*

Many thanks for taking an interest in the post of **School Secretary** here at Perrott Hill. We very much hope you will want to apply to join our wonderful school team. The aim of this pack is to provide the job description and person specification within contextual information beyond that provided on our website. We are an ideally-sized Pre-Prep and Prep School of approximately 190 boys and girls, both day pupils and boarders, and are lucky enough to enjoy an idyllic location, having a wonderful site that overlooks rolling Somerset and Dorset countryside.



### *The post*

This is a key 'front-of-house' role, positively representing the School in person, on the telephone and by email as the first point of contact. As such, flexible and quick-thinking responses are often called for, alongside a methodical approach to advance preparation and anticipation of events and tasks. Primarily administrative, the role is hands-on and varied, encompassing a wide range of tasks and supporting colleagues throughout the School.

## *The school*

Perrott Hill is an ideally sized Prep and Pre-Prep School of approximately 190 pupils aged 3-13, of which 60 are in Pre-Prep. The school was founded in 1946 and was registered in 2020 as a private company, with a Board of Directors and a Board of Governors. The school is a member of IAPS and the Boarding Schools' Association, and features regularly in the Good Schools Guide and the Tatler Schools Guide, among others. The school has won multiple awards in recent years, including Pre-Prep of the Year at the Independent Schools of the Year Awards in 2019 and the Supporting Junior Boarders Award at the BSA Awards in 2020. It was also named as a finalist for Prep School of the Year in 2020. The school was shortlisted for Small Independent School of the Year Award at the Independent Schools of the Year Awards in 2023, and received the Belonging and Inclusion Initiative Award at the BSA Awards 2024.

Perrott Hill is a co-educational, day and boarding preparatory school situated in beautiful rural surroundings four miles from Crewkerne in South Somerset. The original 19th century house is Grade II listed and forms the centre of the school, housing the Hoskyns Library, Grundy Hall, School Office, Marketing and Admissions Office, Headmaster's Study, Surgery and two classrooms. It is also home to the girls' and boys' dorms and common rooms. The majority of teaching takes place in purpose built classrooms to the west. The Pre-Prep sits securely within the converted stables of the main house and surrounds a soft play courtyard and covered outdoor play area. There are a multitude of facilities available, including a sports hall, theatre, forest school, climbing frame, all-weather surface and beautiful grounds and gardens. The emphasis is very much on an inclusive school for children aged 2-13.

The school site, which covers 28 acres, has been carefully developed over the past few years. As well as the usual sports pitches, there is an all-weather pitch, a large sports hall with changing rooms, a heated outdoor pool and



a 220-capacity theatre. In 2016, a new eco-build Music School was opened, followed by a new science suite and Tinker Lab. In recent years, the school buildings have been extensively refurbished in order to further develop the academic accommodation, and there are several acres of woodland which provide a home for our fully-equipped forest school.

There's no doubt that the school site helps to instil a very special sense of identity within the community, and the staff, parent and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth; the school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses in the main house, with five sets of staff and families living onsite, as well as three graduate residential assistants. Alongside this is a desire to achieve the very best and, as such, the school has an excellent record of academic and scholarship success. In short, Perrott Hill combines extremely high standards of academic and pastoral care to encourage and stretch children according to their individual needs and strengths.

## *Job description*

### **Job Title:**

- School Secretary.

### **Responsible to:**

- The Bursar.

### **Salary:**

- The salary for the post will be £13,850pa to £14,300pa (depending on experience), paid in 12 equal monthly instalments. Lunch is provided free of charge, and children of the successful applicant will be eligible to benefit from the staff discount on School tuition fees.

### **Hours of Work:**

- This is a full-time position, term-time only (33 weeks plus 3 additional weeks at the end of each holiday) with normal working hours of 1000 to 1800 Monday to Friday and 0800 to 1300 on alternate term-time Saturdays (average 10.5 Saturdays per year). The post holder will be entitled to take 15.5 days paid holiday per annum, in addition to any bank holidays that fall during working hours.

### **Contract:**

- This is a full-time permanent contract, term-time only.



### **Core responsibilities:**

- Maintain Reception email inbox ensuring that all emails are dealt with and responded to quickly;
- Greet visitors ensuring that they have signed in and are displaying the appropriate lanyard;
- Answer all phone calls promptly and route the call appropriately, taking messages where necessary and email/pass these onto the correct staff member;
- Sort post into the staff room pigeonholes;
- Inform staff of parcel deliveries;
- Maintain stationery and order as required;
- Lunchtime ISAMS registration;
- Run Perrott Hill second hand uniform service. Sort and put away incoming stock ensuring that it is of a good quality. Process requests from parents. Complete second-hand recharge sheet once items are picked;
- Ensure recharge sheet for bus use is completed weekly;
- Print weekly tick off lists and weekly rest lists;
- Update tick off lists prior to the start of term;
- Produce pupil commendations each week;
- Maintain PH uniform lists;
- Ensure that sport team sheets are printed when available and displayed in the office;
- Liaise with school photographer – check photo proofs and distribute photo orders once they are received in school;
- Maintain Old Perrott Hillian database;
- Ensure School Office is neat and tidy at all times;
- Help set up for Years 3 & 4 lunch;
- Any other tasks that may be reasonably requested by your manager.

**Knowledge, Skills and Experience:****Essential**

- Experience of managing a busy front desk;
- Good working knowledge of Microsoft desktop systems;
- Experience of working in a busy team.

**Advantageous**

- Knowledge of ISAMS;
- Experience of using databases;
- Experience of managing suppliers;
- Experience of working in schools;
- Experience of working with children.

**Person specification:**

- Excellent telephone manner;
- Smart and well presented;
- Good communication skills;
- Team focus and willing to 'muck in';
- Well organised and good at anticipating tasks;
- Polite, patient and calm in unexpected situations;
- Diligent and good attention to detail.

The post begins as soon as possible. The closing date for completed applications is 0900 on Wednesday 24th July with interviews taking place shortly afterwards.

Applications will only be accepted from candidates completing the school's own application form in full. CVs will not be accepted in lieu of a completed application form without good reason, although they may be included to support it. The Safeguarding and Child Protection Policy and Staff Code are sent out with each request for an application form and completion of the form is taken to constitute having read and fully subscribed to both documents in their entirety. An Equal Opportunities Policy is available upon request.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared;
- Applicants should be aware that all posts in the school involve safeguarding children, although the extent of that responsibility will vary according to the nature of the post;



- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service;
- We will seek references on shortlisted candidates before interview and may approach current and previous employers to verify particular information. Applicants should indicate on their application form in the appropriate place if they do not want referees approached without their specific permission to do so;
- If a shortlisted applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and asked also if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a shortlisted applicant is not currently working with children but has done so in the past, that previous employer/ organisation will be asked about the above matters. Where neither current nor previous employment has involved working with children, a short-listed applicant's employer will still be asked about their suitability to work with children, although they may, where appropriate, answer 'Not applicable' if the applicant's duties have not brought them into contact with children or young persons;
- Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.



## *How to apply*

Please email your letter of application, completed application form, the names and contact details of three referees and a recent passport style photograph to the Headmaster via his PA, Clare Tootill, on [ctootill@perrotthill.com](mailto:ctootill@perrotthill.com).



## *Invitation to interview*

If an applicant is invited to interview, this will be conducted in person, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

**All candidates invited to interview must also bring with them:**

- a current driving licence including a photograph;
- a passport;
- a full birth certificate;
- a utility bill or financial statement showing the candidate's current name and address;
- National Insurance number;
- where appropriate, any documentation evidencing a change of name.

**Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.**

## *Conditional offer of appointment: Pre-appointment checks*

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a clear check of the Department for Education's List 99;
- a satisfactory Disclosure and Barring Service Enhanced Disclosure;
- verification of any professional status (such as QTS Status for teachers);
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- A clear EEA check for those who have previously taught abroad within the European Economic Area;
- verification of medical fitness;
- signed a confirmation slip that they have read and understood the child protection policy and Keeping Children Safe in Education 2023;
- completed a staff suitability self-declaration form (disqualification by association);
- undergoing safeguarding training. For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.
- Online searches will form part of the recruitment process to comply with safer recruitment practices and in order for the school to select suitable employees.

For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.

### **PLEASE NOTE:**

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
- found to have provided false information in, or in support of, his/her application; or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and the DBS/NCTL.

