



APPLICATION PACK
FOR THE POST OF
SCHOOL SECRETARY





CHEAM | Overview

Cheam is situated in a stunning rural location ten minutes from Newbury and fifteen minutes from Basingstoke, just off the A339. It is surrounded by smaller towns and villages from which it draws many of its pupils.

Cheam was founded in 1645 and is one of the oldest prep schools in the world. Cheam is an IAPS boarding and day school with some 375 pupils, boys, and girls. Cheam prides itself on its excellent all-round record academically, musically, artistically and on the sports field. The facilities are outstanding. On completing their life at Cheam, children move on to the top Public Schools in England, including Eton, Wellington, Marlborough, Radley, Harrow, Winchester, Bradfield and St. Mary's Calne. The school is non-selective yet achieves consistently high standards academically through an inspirational and dedicated team of teachers, throughout the Pre-Prep and Prep schools.

School Secretary

An outstanding opportunity has arisen to join the school team as a full-time School Secretary working Monday to Friday during term time only. The role has an immediate start date, subject to the successful candidate's notice period commitments.

The School Secretary provides comprehensive administrative support to ensure the Prep School Office and Reception is run effectively for the benefit of staff, parents, pupils and visitors.

JOB DESCRIPTION



The successful candidate will:

- Act as the first point of contact for parents, pupils, visitors and staff arriving in the front office.
- Manage the sign in process and preparing refreshments as appropriate.
- Ensure all queries are dealt with positively, efficiently and professionally.
- Maintain a tidy and welcoming Front Office/Reception area.
- Answer telephone calls to the office and effectively handle all queries.
- Manage post into, and out of, the School.
- Coordinate all pupil appointments which take place during the School day ensuring teachers, form tutors, parents and pupils are aware of the arrangements.
- Communicate important messages to parents.
- Manage pupil registration.
- Compose correspondence including letters and announcements.
- File papers and correspondence in line with GDPR requirements.
- Proof reading documentation as required.
- Support the HR and Compliance teams with candidate packs and gap student administration.
- Support the DSL and DDSL's with safeguarding matters as required.
- Ensure inspection documentation is maintained and updated.
- Upload policies and other documents to the staff portal and School website.
- Support the Marketing Team, Events Committee and Foundation Teams as necessary.
- Support all staff including the Senior Leadership Team with any essential administration duties as appropriate.
- Work closely with the PA to the Heads and the other School Secretary sharing activities and ensuring a coordinated approach in the Front Office.
- Organise all transport for the school including coaches and minibuses for sports fixtures and outings as well as the Cheam minibus service.
- Support with uniform requirements.

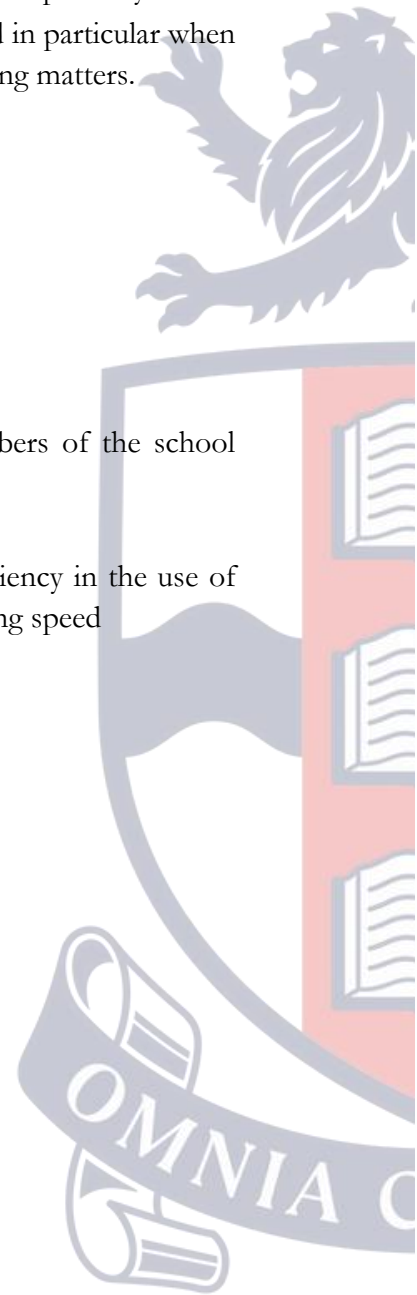
This list is not exhaustive and there may be a requirement to provide additional support in other areas to ensure the smooth functioning of the School.

JOB DESCRIPTION



The successful candidate will possess the following skills:

- Highly approachable and friendly. Warm and welcoming.
- Works with discretion, personal integrity and a high level of tact and diplomacy
- Strong understanding of the need for confidentiality at all times and in particular when working with and supporting the DSL and DDSL's with safeguarding matters.
- Strong attention to detail
- A good command of grammar, punctuation and spelling
- A friendly telephone manner
- Good organisational skills
- The ability to prioritise, multi-task and work quickly and efficiently
- A self starter who shows initiative
- A team player with an inclusive nature
- The ability to develop good working relationships with all members of the school community
- Strong communication skills – both written and verbal.
- Excellent administrative and ICT skills with a high level of proficiency in the use of Word, Excel, databases, email and internet along with a strong typing speed



Salary and Hours

Salary will be competitive, according to experience and qualifications.

This is a full time role working Monday to Friday during term-time only. The hours of work are 8am to 4pm on some days/weeks and 10am to 6pm on other days/weeks. There is one other School Secretary and between the roles we require the Prep School Office to be staffed from 8am to 6pm. There may be some flexibility to meet the needs of the successful candidate.



School Holidays | Days Off

School holidays are usually 3 weeks at Christmas, 3 weeks at Easter, 8 weeks in the summer, 1 week for February, May and October half terms. There are regular staff meetings and INSET days just before the start of each term and all staff are expected to attend these.

BENEFITS

LOCATION

Nestled in 100 acres of beautiful Berkshire countryside



CAREER PROFESSIONAL DEVELOPMENT

including mentoring and a variety of training opportunities



LUNCHES

Meals, snacks and refreshments provided



GENEROUS PENSION SCHEME



WELL-BEING

Focus on staff well-being, yoga classes, team socials and access to physio and counsellors



FACILITIES

Use of school facilities when available



WORKING AT CHEAM



Our staff are Cheam's greatest asset. From the inspiring and experienced teachers to the efficient and friendly support teams, everyone contributes to the special environment at Cheam. Cheam offers the brightest of learning environments. It is the perfect place for staff to thrive and grow.

“Having worked in a number of schools, when I found Cheam, it felt the most like home. The team, the amazing site and the positive, can-do attitudes are what makes it a great place to work and live.”

“The pupils who are happy, engaged, so well-mannered and keen to learn make coming to work something I genuinely look forward to.”

“The feeling of camaraderie amongst the staff and being part of the Team Cheam. It's a very special community.”

“It's a privilege to work in such a beautiful setting, with a brilliant group of colleagues who make coming to work worthwhile.”

Quotes from Staff Members

- “The quality of the pupils academic and other achievements is excellent.”
- “Pupils throughout the school display extremely positive attitudes towards their learning.”
- “Pupils show highly developed knowledge and strong understanding and skills across their studies.”
- “Pupils are excellent communicators.”
- “The quality of the pupils personal development is excellent.”
- “Pupils show high levels of self-understanding and self confidence for their age.”
- “Pupils behave notably well and show respect and kindness towards others.”
- “Pupils have a strong understanding of how their decisions affect their development.”
- “Pupils are extremely socially aware and collaborate highly effectively across all areas of school life.” *Quotes from the ISI Inspection Report 2023*

See also:

[THE GOOD SCHOOLS GUIDE](#)

[MUDDY STILETTOS SCHOOLS REVIEW GUIDE](#)

HOW TO APPLY & KEY DATES



- Candidates should complete the application form and equal opportunities form found on our website at www.cheamschool.co.uk and provide a covering letter. Applications will not be accepted without a completed application form.
- Covering letters and application forms should be submitted by post to Cheam or online to Alexandra Fairman headmasterspa@cheamschool.co.uk

Key Dates

Closing date for receipt of applications is **22nd May 2024** by 5pm.

Interviews will be held shortly afterwards although the school reserves the right to call someone to interview before the closing date.

Start Date: Immediate start

Cheam School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

At Cheam we are committed to a culture of equality, diversity and inclusion. We value difference and recognise that individually we perform well but collectively we shine. If you believe your personal values would fit with the Cheam values we would love to hear from you. Whatever your background, if you lead by example, show resilience and kindness and seek always to integrate and share, please get in touch.



