

Candidate Information Pack



School Secretary

*(Full time, full year but will consider a term time plus
working pattern)*

About the School

Marymount International School, London, is an independent, Catholic, day and boarding, IB school for girls ages 11-18. We welcome bright, curious and motivated students from many different cultures and backgrounds, and we are proud to be the first all-girls' school in the UK to offer the International Baccalaureate programme, positioning ourselves as a leading school that consistently achieves excellent results.

At Marymount students learn in a supportive and inclusive environment, where they are encouraged to grow with confidence – academically, personally and socially. Our seven-acre campus, just twelve miles from central London, offers a peaceful and inspiring place for both students and staff to learn, teach, and collaborate.

We value who our students are just as much as what they study. Whether exploring ideas in our STEAM Hub, debating in class, performing on stage, or learning a new language, our students are encouraged to develop curiosity, creativity, critical thinking and teamwork. With over 40 nationalities represented, Marymount is a diverse and internationally-minded community, where different perspectives are welcomed and celebrated.

As part of a global network of 21 RSHM schools, we benefit from shared projects, exchanges and festivals, which further daily life at Marymount.

Our holistic approach to education helps student to thrive in every area of school life and prepares them for success beyond Marymount. Our graduates go on to excellent universities around the world, as global citizens prepared to contribute positively and make a difference in the world.

Marymount International School is a friendly and happy school where staff are valued and enjoy a professional and supportive working environment. Staff development is a high priority and there are many opportunities for CPD.



ABOUT THE ROLE

We are seeking a highly organised, personable, and proactive **School Secretary** to join our Administrative Team. This pivotal role ensures the smooth operation of the school office and serves as the first point of contact for students, parents, and staff.

The ideal candidate will combine administrative excellence with a warm, professional presence. You will be a good 'all rounder' with sound administration skills and attention to detail to support the wider school community. The role requires excellent IT skills to use the suite of MIS systems operated by the School across operations, communications and events functions.

Marymount International School London is a friendly and happy school where staff are valued. There is a professional and supportive working environment with many opportunities for CPD. This is a full-time, all year-round position. The normal hours of work will be from 8am to 5pm, Monday to Friday inclusive with a 45-minute unpaid lunch break each day and at such further times and for such periods as are necessary for the proper performance of duties. A degree of flexibility will be required for this role.

While the role is currently structured on a full-time, full-year basis, there may be scope to consider a term-time plus working pattern, depending on the experience of the successful candidate and the requirements of the role.

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an Enhanced DBS check and full safer recruitment checks including satisfactory references and social media check.

Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.

MAIN DUTIES AND RESPONSIBILITIES

Administration

- Become an expert user of the School's MIS (e.g. Managebac, SchoolsBuddy, Involve, OpenApply), and provide training to users across the School.
- Manage communication to parents via MIS platforms – Managebac, SchoolsBuddy
- Maintain accurate records to ensure a smooth transition from admissions, enrolment and leavers.
- Update student files and records across all grades.
- Provide secretarial and administrative support as required for the Senior Leadership Team (SLT).
- Prepare agendas, documentation, and minutes for staff briefings and meetings
- Manage the academic calendar and liaise with departments for updates.
- As required, update the Staff Handbook in collaboration with the PA to the SLT and Communications Team.
- Co-ordinate documentation for inspections as required.



- Organise internal and external events including scheduling, publicising, preparing materials, arranging refreshments, and handling enquiries.
- Maintain and distribute student evacuation registers.
- Arrange periodic confidential waste collections and filing of associated destruction certificates.
- Collation of merits and infringements, creating certificates for those students over 10 merits.
- Create the annual detention rota and assist the Deputy Head Pastoral in the organisation of detentions for students.
- Maintain confidentiality in all aspects of the role.

Communication

- Act as the main point of contact for parents in relation to absence, clubs, events etc
- Build constructive relationships with external organisations and stakeholders.
- Handle incoming calls, emails and visitors with professionalism and discretion
- Support the Communication & Marketing Department when required

Attendance

- Review and report daily student absences in line with the School's policies
- Ensure compliance with safeguarding and data protection protocols
- Liaise with Advisors, DSL, and SLT as appropriate.
- Produce weekly attendance reports highlighting students nearing or reaching attendance thresholds.

Other Duties

- As part of the Administration Team, provide support during peak periods or staff absence.
- Manage stationery, planners, and exercise book orders within budget.
- Provide reprographic support (binding, laminating).
- Reception duties.
- Deputise for PA to the SLT in periods of absence.
- Undertake IT training to support the school's move toward paperless systems.
- Attendance and support at key School events, when required, such as Open Days, Alumnae Events, Graduation etc.
- Any other duties as required commensurate with the role.

QUALIFICATIONS & EXPERIENCE

The successful candidate will have:

- Good standard of general education, at least to GCSE level with a solid pass in Maths and English with the ability to communicate effectively with a variety of internal and stakeholders
- Significant previous experience in similar administrative or secretarial roles (school experience preferred) in a fast moving, multi tasking, customer focused environment.

SKILLS

- Excellent verbal and written communication skills
- Ability to multi-task and remain calm under pressure
- Good interpersonal skills to build relationships with parents, pupils and colleagues. Friendly, empathetic, and professional demeanor.



- Excellent attention to detail to maintain accurate records
- Flexible and adaptable to changing priorities with the ability to think logically on your feet
- Solutions focused with strong initiative
- Ability to work independently and collaboratively within a team
- High level of discretion, confidentiality and professionalism
- Pro-active, able to make suggestions for improvement and change
- Proficiency in Microsoft Office Suite and school database systems. Training will be provided.
- Willing to learn new skills and take ownership of CPD

SAFEGAURDING

The successful candidate would be expected to:

- be highly committed to safeguarding and promoting the welfare of children and young people.
- be knowledgeable about child protection procedures and reporting protocols.
- be able to create safe, supportive, and respectful learning environments for all students.
- model professional conduct to prevent misunderstandings or misinterpretations.
- attend all required safeguarding training and adheres to the School's safeguarding policies.

MISSION & ETHOS

The successful candidate will demonstrate:

- a strong alignment with the mission, vision, and values of Marymount International School.
- dedication to academic excellence within a holistic educational framework.
- support for the Catholic ethos and RSHM values of the school.
- genuine commitment to student wellbeing, character development, and community engagement.
- a willingness to contribute actively to the spiritual, co-curricular, and pastoral life of the school.

HOW TO APPLY:

To apply, candidates should complete the School Application Form (on our website [Work With Us | Teaching and Support Careers at Marymount](#)) together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley, Deputy Bursar, at hr@marymountlondon.com. Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571, ext. 204.

Closing date for applications: 16 September 2026

Interviews : Week commencing 21 September. Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.

Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss)

Start date: ASAP



Marymount
INTERNATIONAL SCHOOL LONDON

Staff Benefits at Marymount

Enrolment
into Pension
Scheme

Free lunch
and
refreshments

Personal
insurance
scheme

Free staff
parking on
campus

School fee
discount &
access to
childcare
vouchers

Ongoing
professional
development

Cycle to
work scheme

Employee
assistance
programme

Use of state-
of-the-art
fitness suite



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