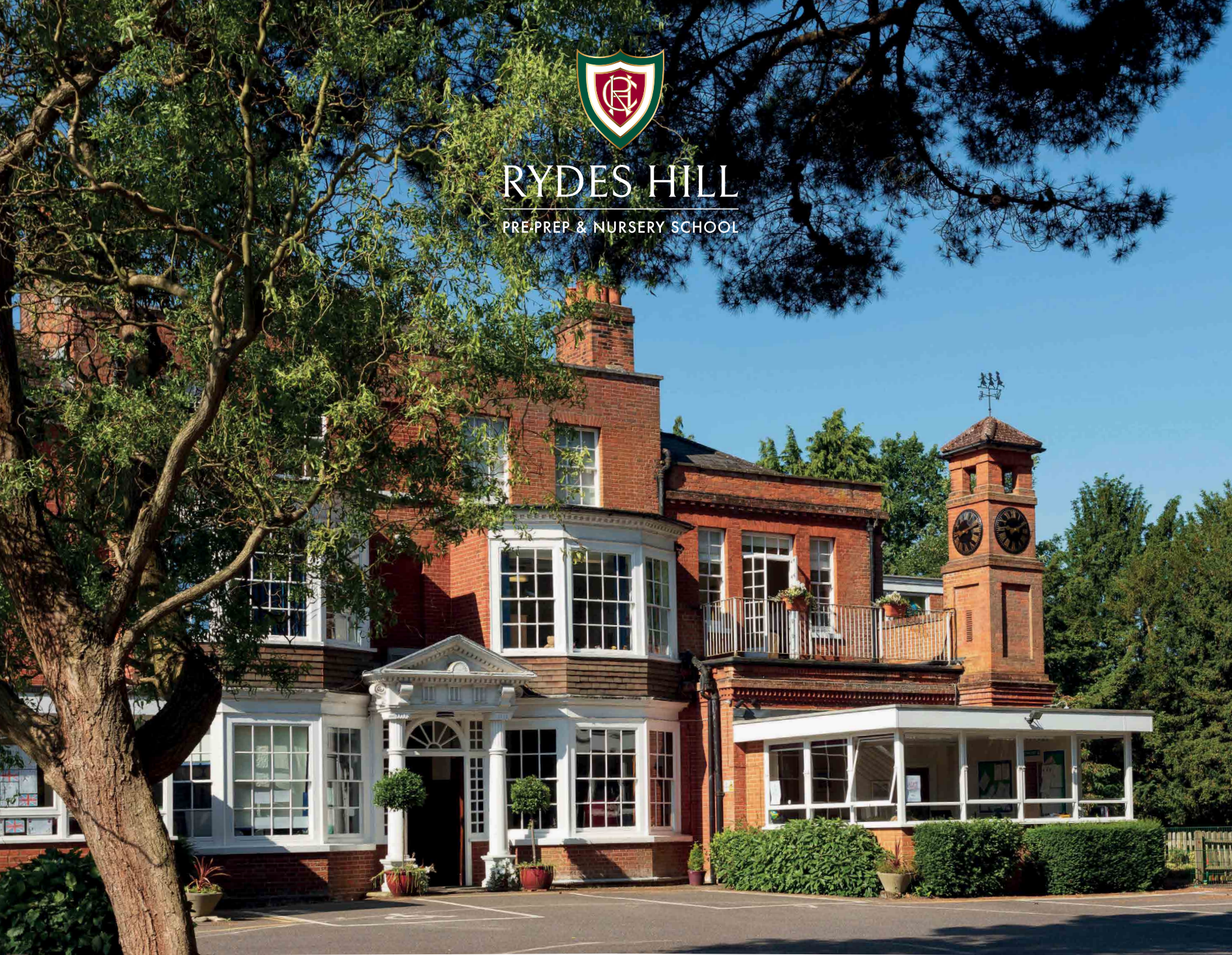




RYDES HILL

PRE-PREP & NURSERY SCHOOL



Candidate Brief **School Secretary**

FULL-TIME, PERMANENT
REQUIRED AS SOON AS POSSIBLE



Rydes Hill offers outstanding education and pastoral care for children aged 2 to 7, combining academic ambition with a nurturing, family-focused environment. We believe that happy children thrive, and our warm, inclusive atmosphere ensures every child feels valued and part of the Rydes Hill family.

Our highly qualified teachers are dedicated to helping each child grow into a caring, confident, and capable learner. With a strong emphasis on personal development and academic excellence, we lay the foundations for future success and inspire a lifelong love of learning in every child.

Following the recent announcement of the merger between Rydes Hill and Tormead, we are pleased to announce that Rydes Hill Prep School will become fully co-educational in Year 3 from September 2027, followed by Year 4 in September 2028. This move is part of a phased plan to make Rydes Hill Prep School fully co-educational by September 2030.



Part of the Tormead family, Rydes Hill Pre-Prep and Nursery School provides exceptional education and pastoral care for children aged 2-7 within idyllic surroundings in the suburbs of Guildford.

We are looking for an enthusiastic and well-presented School Secretary to be the first point of contact for parents and visitors, providing a warm and responsive front of house service. Key responsibilities will include creating a vital first impression to visitors, answering the main school telephone and dealing with all queries from parents, pupils and visitors, administering first aid and ensuring the safety and welfare of the children as a first priority.

No two days are the same, as a result, being flexible in responding to the changing needs of our school and nursery will be key. We are seeking a team player with excellent interpersonal and communication skills, who can also work independently, and is highly administratively efficient. Experience of working in an educational environment would be considered favourably but is not essential.

This is a full-time position, all year round. Hours of work will be 8.00am until 6.00pm during term time, and 8.00am until 4.00pm during the school holiday periods. We offer a friendly and inclusive working environment, and our benefits package includes a competitive salary, 5 weeks' annual leave plus bank holidays, professional development opportunities, and free lunch when school is in session.

For more information and to apply for the role, please click [HERE](#) or visit our website: www.rydeshill.com.

The closing date for applications is Monday 1 June 2026 at 9.00am. However, applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

Required as soon as possible

Full-time, 52 weeks per year.

Salary: £28,000 - £30,000

School Secretary

Job Summary

Working as part of a busy School Office team, provide a welcoming front of house reception service. Act as first point of contact dealing with communications from parents, staff and visitors. Provide first-class administrative support to the Senior Leadership Team (SLT). Maintain accurate daily pupil attendance records. Act as first aider.

Main Responsibilities

School Secretary

- Manage and organise work of a confidential nature with tact, diplomacy and a high level of commitment and customer care.
- Maintain a tidy and welcoming Reception area that ensures an appropriate first impression of the school to visitors.
- Greet and manage visitors, signing them in and issuing/collecting visitor badges, in addition to responding to their queries.
- Receive all incoming calls to the main school telephone, dealing with calls in a professional, discreet and diplomatic way.
- Take and distribute messages, ensure all urgent/important information is communicated effectively to staff.
- Monitor and answer the school office email account.
- Deal with incoming post and take delivery of parcels, directing to the relevant recipients.
- Day to day administrative support to staff and carry out administrative tasks for the SLT.

- Assist with the production of letters, newsletters, booklets and other publications.
- Assist with the ordering and distribution of resources and supplies as required.
- Support the organisation and administration of school events, working alongside relevant colleagues and departments across all schools within the Tornead group.
- Provide administrative support to trip leaders, including obtaining quotes and arranging transport for school trips.
- Assist with the administration of the hiring of the school's facilities.
- Develop and oversee data management, including maintaining effective filing systems.

Pupil Registration

- Administration relating to morning and afternoon pupil registration, log and communicate as necessary information about children's absence, raise and resolve attendance queries.
- Supervise and escort pupils who arrive late to school or who are waiting to be collected.

First Aid

- To be trained in first aid, administering medicines and ensuring the school's first aid kit is correctly stocked, including preparing medical kits for school trips.
- Administration of the accident book and assisting with the preparation of the termly accident report for the Health & Safety meeting.
- In case of an emergency, assist where possible to ensure the school's policies are fully adhered to.

Continuing Professional Development

- Evaluate own professional performance and be committed to improving own practice through appropriate training and development.
- Engage actively in the performance review process.

General

- Ensure confidentiality is maintained at all times.
- To participate in staff meetings, INSETs and additional School functions as required.
- Actively promote and model good practice in equality, diversity, and inclusion, and to support and uphold fundamental British values.
- To promote and uphold the ethos and values of Rydes Hill School and Tormead School.
- Comply with the School's policies and procedures regarding data protection and record storage.
- To adhere to all School policies, procedures, and risk assessments, including safeguarding, child protection and health and safety.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

Key Relationships

Internal: Head of Pre-Prep and Nursery, Director of Studies, teaching, nursery, curriculum support and Business Staff colleagues at Rydes Hill and Tormead School.

External: Parents, prospective parents, pupils, staff, visitors.

Key and Desirable Skills

ESSENTIAL

Qualifications and Training

- GCSE in Maths and English at Level 4 or equivalent.
- Evidence of continuing and relevant professional development.

Experience

- Proven experience of working in an office administration role.
- Experience of meeting and greeting visitors, and responding to emails and telephone calls.

Knowledge & Understanding

- Highly IT proficient and a confident user of Microsoft Office suite and database management systems.
- Enjoy working as part of a team with the ability to work independently.

Skills & Abilities

- Strong customer service skills with an excellent telephone manner and an empathetic approach.
- Strong interpersonal skills and an ability to connect with staff, pupils, parents and visitors from a range of backgrounds.
- A passion for and love of working with children and young people.
- Excellent levels of written communication, with high standards of literacy and numeracy, together with excellent spelling and grammar.
- Tact, sensitivity and the ability to handle confidential material with discretion.
- Close attention to detail and ability to work with accuracy.
- Proven ability to remain calm and professional in all situations, thinking clearly in unforeseen situations.



DESIRABLE

Qualifications and Training

- Paediatric First Aid qualification.
- Educated to at least A Level or equivalent.

Experience

- Experience of working in a busy school office.
- Experience of working with children and the ability to build trusting relationships with ease and professionalism.
- Knowledge and experience of the independent education sector.

Knowledge & Understanding

- An understanding of the independent school sector.

Skills & Abilities

- Familiarity with iSAMS.
- Proficient use of Excel for data analysis and tracking.
- Good analytical and problem-solving skills.

Safeguarding Children

The postholder is responsible for promoting and safeguarding the welfare of children and young persons with whom they come into contact, and to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If, in the course of carrying out their duties,

the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to one of the school's Designated Safeguarding Leads in accordance with the School's policies and procedures.





Benefits

Our benefits package includes salary of £28,000 to £30,000 a year. 25 days annual leave plus bank holidays, professional development opportunities, a contributory pension scheme, free lunches and refreshments when school is in session.

Applications

Visits to the School and Nursery are warmly welcomed so that you can experience the atmosphere and values of our setting first-hand. For more information and to apply for the role, please contact our HR team Recruitment@tormeadschool.org.uk. To apply for the role, please click [HERE](#) or visit our website www.rydeshill.com.

Deadline for applications

The closing date for applications is **Monday 1 June 2026** at **9.00am**. However, applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.



Rydes Hill School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.