



ST JOHN'S SCHOOL
A MERCHANT TAYLORS' SCHOOL

Application Pack: Afternoon School Secretary and Receptionist

Welcome

Thank you for your interest in the role of Afternoon School Secretary and Receptionist at St John's School, Northwood.

We are seeking to appoint a friendly, organised and professional individual to join our busy School Office. This is a varied and rewarding role that combines reception, administrative, secretarial and pastoral responsibilities, playing an important part in the smooth day-to-day running of the School.

As the first point of contact for many visitors, parents and pupils, the successful candidate will help create a welcoming and professional environment while providing essential administrative support across the School. The role also includes providing first aid assistance to pupils as required and supporting a range of operational and finance-related processes.

This is an excellent opportunity for someone who enjoys working with people, thrives in a busy environment and would like to make a meaningful contribution to a successful independent school community.

School Overview and What We Offer

St John's is an independent boys' Pre-Prep and Preparatory School for pupils aged three to thirteen years, with approximately 350 boys on roll. Founded in 1920, the School is owned by the Merchant Taylors' Educational Trust and is situated on a beautiful 35-acre site in Northwood, Middlesex, offering an exceptional environment for teaching and learning.

As a school, we are committed to the development of the whole child intellectually, morally, socially and physically. Children at St John's are hard-working, academically motivated and successful.

What We Offer:

- A supportive and welcoming environment within a successful independent school.
- A varied and rewarding role with significant responsibility.
- The opportunity to play a key role in the financial management of the School.
- Professional development and training opportunities.



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- Salary of **£15,278 per annum (£14.55 per hour)**.
- **25 hours per week**, Monday to Friday, 12.45pm to 5.45pm.
- **42 weeks per annum** (term time including INSET days plus 2 additional weeks).
- Salary paid over 12 months.
- Access to the Aviva APTIS Pension Scheme with an employer contribution of 14%.
- Free lunch whilst on duty.
- On-site parking.
- Possibility of job-sharing with the Morning Receptionist role.

The Role: Afternoon School Secretary and Receptionist

Reports to: Bursar / EA to the Head and Bursar

Job Purpose

As a School Receptionist and Secretary at St John's School, you will play a crucial role in providing administrative support and maintaining efficient operations within the School.

In addition to your receptionist and secretarial duties, you will also be responsible for providing first aid assistance to pupils as required. Your role will involve greeting visitors, answering telephone calls, managing administrative tasks and helping to ensure the safety and wellbeing of pupils through the provision of basic first aid care when required.

Key Responsibilities

1. Reception Duties

- Welcome and assist visitors, parents and staff in a friendly and professional manner.
- Control access to the School and ensure visitors are signed in and aware of safeguarding and health and safety procedures.
- Manage incoming telephone calls, take messages and direct calls appropriately.
- Support parents with general enquiries in a helpful and professional manner.
- Maintain a tidy and welcoming reception area.

2. Administrative Support

- Assist with general administrative tasks including filing, photocopying and data entry.
- Update pupil records and maintain accurate databases.



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- Manage incoming and outgoing mail and deliveries.
- Support the administration of the admissions process as required.
- Support the administration of School lettings as required.
- Provide administrative support to members of the Senior Leadership Team as required.

3. First Aid Provision

- Act as the first point of contact for Prep pupils requiring first aid assistance.
- Administer basic first aid care to pupils requiring immediate attention.
- Assess and respond appropriately to injuries, illnesses and medical incidents.
- Follow School procedures for first aid and emergency care.
- Communicate effectively with parents, staff and the School Nurse regarding pupil welfare concerns.

4. Stock and Finance Administration

- Ensure stationery and office supplies are maintained at appropriate levels.
- Place orders for stationery and other School requirements.
- Coordinate invoice authorisation processes.
- Manage petty cash in conjunction with the Finance Team.
- Support fee billing processes through the administration of pupil extras, trips and EYFS funding.
- Reconcile the School credit card.

5. Registration Management

- Oversee pupil registration processes and maintain accurate attendance records.
- Manage pupil absence communications and follow up unauthorised absences.
- Maintain accurate attendance data and records.
- Support the induction of new pupils in partnership with the Admissions Team.

6. Communication and Collaboration

- Maintain open and effective communication with staff, parents and pupils.
- Work collaboratively with colleagues to ensure clear communication and effective handovers.



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- Identify opportunities to improve administrative processes and support continuous improvement initiatives.

7. Health & Safety

- Comply with all School health and safety policies and procedures.
- Maintain first aid supplies and equipment in conjunction with the Lead First Aider.
- Attend appropriate first aid training and refresher courses as required.

Person Specification:

Essential Qualifications and Experience

- Previous experience in a receptionist, administrative, secretarial or customer-facing role.
- Strong administrative and organisational skills.
- Experience working with databases and computerised systems.
- Experience handling confidential information.
- Good standard of education, including GCSE English and Mathematics (or equivalent).
- Ability and willingness to undertake First Aid training if not already qualified.

Desirable Qualifications and Experience

- Previous experience working within a school or educational environment.
- Current First Aid at Work or Paediatric First Aid qualification.
- Experience using school management systems.
- Experience of attendance monitoring and pupil record management.
- Experience of finance administration, petty cash or invoice processing.
- Experience supporting admissions or lettings administration..

Skills and Competencies

- Excellent customer service and interpersonal skills.
- Professional and welcoming manner.
- Strong written and verbal communication skills.



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- High level of accuracy and attention to detail.
- Strong organisational and time-management skills.
- Ability to manage competing priorities in a busy environment.
- Confident use of Microsoft Office applications.
- Ability to maintain accurate records and databases.
- Ability to work independently and as part of a team.
- Calm and professional approach when dealing with incidents and emergencies.

Personal Attributes

- Friendly, approachable and professional.
- Reliable, punctual and well organised.
- Flexible and adaptable.
- Calm and resilient under pressure.
- Tactful, discreet and able to maintain confidentiality.
- Positive and proactive attitude.
- Commitment to delivering excellent service.
- Commitment to supporting and promoting the ethos and values of St John's School.

Suitability to Work with Children

- A commitment to safeguarding and promoting the welfare of children.
- Ability to maintain appropriate professional boundaries.
- Emotional resilience when working with children, colleagues and parents.
- Understanding of confidentiality and safeguarding responsibilities.

Additional Requirements

- Enhanced DBS clearance and satisfactory references.
- Commitment to upholding the School's safeguarding policies and procedures.
- Willingness to undertake First Aid and other relevant training.
- Flexibility to support occasional School events where required.



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How to Apply

Please apply in confidence by submitting the following:

1. A completed application form.
2. A covering letter outlining your suitability and interest in the role.
3. A completed equal opportunities monitoring form.

Please download the application form and equal opportunities monitoring form from our website www.st-johns.org.uk/about-us/staff-vacancies/ or request them by emailing HeadsEA@st-johns.org.uk.

Closing Date: 9am, Friday 9th October, 2026

Interviews: w/c 12th October 2026

Start Date: As soon as possible

Applications should be sent to HeadsEA@st-johns.org.uk

Contact and Visits

We warmly welcome potential applicants to visit the School or arrange an informal conversation before applying. Shortlisted candidates will have the opportunity to tour the School on the day of interview.

For enquiries or to arrange a visit, please contact HeadsEA@st-johns.org.uk or telephone **020 8866 0067**.

St John's School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS check and comply with all safeguarding requirements.