



WESTONBIRT
— PREP SCHOOL —

SCHOOL SECRETARY & PERSONAL ASSISTANT

- CANDIDATE PACK -



THE OPPORTUNITY

At Westonbirt Prep, a creative and ambitious curriculum, a team of talented and enthusiastic staff and the glorious Gloucestershire countryside combine to create the perfect conditions for learning.

We are looking for a friendly and highly organised School Secretary and Personal Assistant to help keep our busy prep school running smoothly.

The purpose of the role is to provide outstanding administrative, organisational, and pastoral support within a busy and nurturing prep school environment. This role is central to the smooth day-to-day running of the school, acting as the first point of contact for pupils, parents, staff, and visitors, while also providing dedicated personal assistant support to the Head.

The post holder will play a key role in supporting the wellbeing, safety, and care of young children, ensuring a warm, efficient, and professional front-of-house experience at all times.

Visits to the school are warmly welcomed.

Reports to: Head

Location: Westonbirt Prep School

HOURS, SALARY & BENEFITS

Hours: Permanent role, full time. Term time, plus 6 weeks.

8am - 4pm Monday - Friday

Salary: Based on skills and experience

Benefits:

- 5% employer pension
- Shopping discount card
- Means tested staff discount
- Complimentary lunch
- Access to the group's counselling scheme
- Access to fully funded apprenticeships
- Personal accident at work cover

APPLICATION & IMPORTANT INFO

To pursue an application, please complete the school's application form which can be found on eteach - [link here](#)

Application Deadline: Friday 1st May 12pm

We will review applications as we receive them and reserve the right to close the vacancy early. Prompt application is encouraged.

Westonbirt Schools and Wishford Education are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

If you need any adjustment for the application or interview process, or would like further information about the role please contact:

hr@westonbirtschool.uk



JOB DESCRIPTION

Front-of-House & Communication

- Act as the first point of contact for parents, pupils, staff, and visitors, offering a warm, friendly, and professional welcome.
- Manage all incoming and outgoing communications (telephone, email, messages), ensuring queries are handled promptly and appropriately.
- Build positive relationships with parents, supporting clear and effective communication between home and school.
- Work collaboratively with teaching staff, HR, finance, estates, and catering teams to support the smooth running of the school.

Head's PA Support

- Provide comprehensive administrative support to the Head, including diary management, meeting coordination, correspondence, and document preparation.
- Act as host for visitors to the Head, providing a warm welcome, managing arrival logistics, and ensuring a smooth visit.
- Assist with confidential matters, ensuring discretion and professionalism at all times.
- Support the organisation of school events, meetings, and parent engagements.
- Provide full administrative support for the Head's expenses and logistics, including credit card reconciliation, receipt submission, and the booking of travel, accommodation, and itineraries.
- Support with key admissions events such as Open Mornings, as required.

Pupil Welfare & Pastoral Care

- Provide day-to-day pastoral support for pupils, acting as a reassuring and caring presence in the school office.
- Respond to pupil needs including illness, minor injuries, or concerns, and liaise with parents as required.
- Administer first aid and medication in accordance with school policies (training provided).
- Be part of the Prep Safeguarding Team if required (training provided).

- Maintain medical records, allergy lists, and pupils' medicine supplies, ensuring accuracy and compliance.
- Contact parents regarding illness, accidents, or other pupil-related matters.

Pupil Administration

- Maintain accurate pupil attendance and absence records using iSAMS.
- Monitor daily and future absences, contacting parents where necessary and informing relevant staff.
- Provide attendance and pastoral information to the Senior Leadership Team as required.
- Update and maintain pupil records, including admissions information and notes.

School Operations & Organisation

- Coordinate parent appointments, including Parent Consultation evenings.
- Support the administration of school trips, clubs, and events.
- Maintain and update school calendars and parent portals, including termly club information.
- Prepare and maintain year group, class, and house lists.
- Coordinate fire registers in liaison with the designated Fire Officer.

Clubs, Events & Activities

- Organise and maintain daily and termly club registers.
- Prepare registers and materials for after-school activities.
- Manage event communications as required, including invitations and attendance tracking.
- Record and submit extras billing (e.g. clubs, teas) to the Finance Team on a weekly basis.



JOB DESCRIPTION

Reception & Daily School Life

- Ensure visitors are signed in and out, issued badges, and directed appropriately.
- Maintain a tidy, welcoming, and well-organised reception area (with housekeeping staff support).
- Manage incoming and outgoing post distribution.
- Prepare refreshments for meetings and prospective parents.

General Support & Logistics

- Assist with day-to-day school needs, including:
 - Collecting pupils for appointments
 - Managing lost property
 - Organising tuck and stock supplies
 - Ensuring adequate medical supplies are available
- Support the wider administrative team with tasks such as photocopying, mailings, and data input.
- Respond flexibly to the varied and dynamic needs of a busy prep school environment.

PERSON SPECIFICATION

Essential Skills & Experience

- Experience in an administrative or front-facing role (school experience desirable).
- Excellent communication and interpersonal skills, particularly with children and parents.
- Strong organisational skills with the ability to multitask.
- High level of discretion and confidentiality.
- Good IT skills (Microsoft Office; experience with iSAMS or similar systems desirable).

Personal Qualities

- Warm, approachable, and nurturing manner with young children.
- Calm and reassuring under pressure.
- Proactive, flexible, and willing to help wherever needed.
- Strong team player with a positive, “can-do” attitude.
- Commitment to safeguarding and promoting the welfare of children.

Additional Information

- The role includes first aid responsibilities (training provided).
- This is a busy and varied role requiring flexibility, initiative, and a genuine enjoyment of working in a prep school environment.



WESTONBIRT SCHOOL

Westonbirt School offers co-ed learning from ages 2 to 18 years, and comprises Westonbirt Prep (ages 2-11) and Westonbirt School (ages 11-18). Immersed in a culture that promotes a love of learning, children are encouraged to be curious, creative and courageous. Set within 210 acres of parkland grounds, pupils benefit from an abundance of outdoor space and the specialist teaching and facilities of a much larger school.

With an individualised provision that caters for a diverse range of characters, interests and skills, academic achievement is high and pupils move on from Year 6 to Westonbirt School and other top independent and grammar schools.

The school benefits from excellent sports facilities which include a Sports Centre, Astro turf pitch, 25m Swimming Pool and 9-hole Golf Course.

We have newly opened two brand new Prep School buildings. This exciting development marks a significant milestone in the school's commitment to providing an exceptional educational environment for its pupils. These state-of-the-art facilities include six bright and spacious classrooms, a new school hall and kitchen, modern play equipment, and a welcoming new entrance. Designed to enhance the learning experience and foster a sense of community, the buildings will be centred around a beautiful courtyard, surrounded by Grade 1 parkland and historic trees.

For more information about Westonbirt, please visit: www.westonbirt.org

WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: www.wishford.co.uk

