

**SCHOOL OFFICE SECRETARY**

**FULL TIME**

**NOVEMBER 2025**

An opportunity has arisen for a bright, enthusiastic and well-presented secretary to join the School Office.

This engaging role working in a friendly team, requires flexibility, a sense of humour and excellent organisational, administrative and IT skills. Applicants must be able to handle a variety of tasks quickly, efficiently, and calmly. You will be the first point of contact for any enquiries. This is a varied position with a wide range of responsibilities. Woking in a similar environment within a school setting, knowledge of the Engage Management system would be an advantage but not a necessity.

This is a full-time position starting ideally after half term in November. Depending on availability a later start date would be considered. The successful candidate will join a highly supportive and friendly working community.

***Applications will be considered on receipt. An early response would be recommended***.

Completed application forms should be emailed to Miss Sarah Pitt, HR Department – [sarah@gardenhouseschool.co.uk](mailto:sarah@gardenhouseschool.co.uk) and include a personal statement explaining your reasons for applying for the post and outlining your experience and suitability for the role.

For further information, please contact Miss Sarah Pitt, HR Department, by email [sarah@gardenhouseschool.co.uk](mailto:sarah@gardenhouseschool.co.uk) or by telephoning 020 7730 1652. A full job description is attached for information.

*Garden House School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.  Applicants must produce evidence of their right to work in the UK.*

Garden House School is committed to increasing and promoting diversity at all levels within our school. We warmly welcome applications from people from the widest possible range of backgrounds.

**Salary:** Commensurate with experience

**Closing date:**  9am, Friday, 17th October 2025

**Interviews to commence:** From Monday, 20th October 2025