



**Candidate Information**  
School Secretary (52 week post)

June 2025

## The Role

An additional secretary is required to work part-time alongside the current School Secretary to assist and provide support throughout the year to ensure the effectiveness of the School's administrative systems and communications, in particular to assist in the effective provision of registration, typing, reception, post and reprographic services on behalf of the School.

Salary is £25,400 per annum for this post, with an annual leave entitlement of five weeks in addition to Public Holidays. The hours of work are 9.00am – 6.00pm for four days a week (days to be confirmed once a successful applicant has been employed). **This is a 52 weeks a year post, not term time only.**

## Main Tasks and Responsibilities

- Provide secretarial support functions, in particular for the Deputy Heads, Assistant Heads, Headmaster's PA, Housemasters/Housemistresses, SENCO and other members of staff as required;
- Assist with the maintenance of the pupil registration database on a daily basis and pupil correspondence and contact information;
- Ensure all pupils are registered with the correct codes in iSAMS twice a day (morning and afternoon) and follow up absences as required;
- Assist in providing a responsive and helpful reception service to all visitors to the School and to pupils and staff of the School who visit the office reception area;
- Assist in answering the telephone, taking messages, accurately recording them and either actioning them or passing them on to the appropriate person(s) in a timely manner;
- Deputise for the Personal Assistant to the Headmaster if required;
- Reply to emails in a timely fashion and action/forward on when required;
- Ensure colleagues, visitors and telephone callers are treated with courtesy and provide a welcoming environment;
- Support the School's safeguarding procedures and policies by pro-actively ensuring visitors are signed in and issued with appropriate identification;
- Assist in the opening and distribution of incoming mail;
- Assist with the maintenance and filing of pupil and staff records;
- Update documentation in a proactive manner as and when required, in particular at the end of an academic year;

- Assist in the typing of Word and Excel documents, understanding the standards and requirements of the School's brand, grammar and punctuation principles;
- Assist in the administration of School Policies, School Photographs, Speech Day, Rewards Systems, Parents' Evenings and Discipline Systems as well as other documents and events;
- Provide support for inputting and retrieving information from iSAMS;
- Comply with the School's policies with regard to health and safety undertaking risk assessments as appropriate;
- To work on your own initiative in a competent and discreet manner at all times.

## Person Specification

We seek a committed colleague who has appropriate educational and secretarial qualifications. A knowledge of up-to-date ICT and office software and administration is essential, with experience of working in a school or with children being an advantage. Experience of dealing directly with members of the public or previous employers' clients would be helpful.

The role requires the person to be a good communicator with an excellent knowledge of the English language and an experience of educational terminology would be an advantage. Good, fast, accurate typing and organisational skills are needed with an ability to use initiative and deal with the multifaceted nature of the job, coping well with pressure of work at busy times. There is a need to demonstrate a sympathetic attitude toward and understanding of children, their parents and teaching and support staff in the School. A secure understanding of the necessity of confidentiality in the setting is vital.

This person will have high standards and be open, friendly, welcoming and lively, will use their initiative and have a sympathetic approach with a sense of humour. Patience, care, common sense and an ability to be flexible in the working day are necessary.

## The School

Sutton Valence School consists of Sutton Valence School (SVS) and Sutton Valence Preparatory School (SVPS).

Whilst not fiercely selective on entry, its value added statistics are impressive. For those subjects Sutton Valence offers at A Level, the School aims to be in the top 10% nationally for adding value, managing to bring out the academic potential in every pupil. Equally impressive is the breadth of education on offer, which at GCSE is tailored to each pupil's strengths, recognising that academic achievement is only one measure of success.

The Senior School's roll is currently 560 of which 113 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists.

Contained within the 100 acre site, there are dedicated games pitches, an all-weather playing surface, a sports centre, which contains a fitness suite, an all-weather athletics track and field sports arena and an indoor six-lane swimming pool. Sutton Valence Preparatory School occupies its own site in the neighbouring village of Chart Sutton and currently has 208 pupils between the ages of 2 and 11.



## Vision, Mission and Ethos

### Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

**Our Mission** is to have a School where one will find:

- **Care**

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment

- **Challenge**

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve

- **Choice**

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork

- **Culture**

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it

- **Community**

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it

### Ethos

A community where each cares for all and individuality is cherished.





## Application Process

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Covering letters of application should state particular skills and attributes you can bring to Sutton Valence School and a brief details of how you fit the position, including specific details of skills, experience and achievements.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Further information about Sutton Valence School can be found on our [website](#). To apply please complete the [application and monitoring form](#) and email it with a covering letter to [hradmin@svs.org.uk](mailto:hradmin@svs.org.uk) or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

**Closing date: 12th May 2025**

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

*Sutton Valence School is an equal opportunities employer.*

*Please note: we reserve the right to appoint prior to the closing date.*

# Benefits to Working at SVS

## Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

## Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis. Support Staff working less than 52 weeks are deemed part time.

## Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

## Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at SVPS and the Support Staff Christmas Lunch.

## School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

## Benenden Healthcare Membership

All staff are welcome to join the [Benenden Healthcare Scheme](#). The cost of joining Benenden is currently £11.90 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

## Pension

Academic staff are offered membership to the TPS or to the [APTIS DC Scheme](#). The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a [defined contribution \(DC\) scheme TPT](#), and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

## Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; [Octopus Electric Vehicle](#). Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

## Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



**Sutton Valence School**

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[www.svs.org.uk](http://www.svs.org.uk)

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