Candidate Information

School Secretary

January 2027

SUTTON VALENCE SCHOOL



Broadening Horizons. Since 1576.



A Warm Welcome

Sutton Valence School (SVS) has been inspiring pupils since 1576. Our greatest strength is our community. Staff, pupils and parents enjoy mutual respect and kinship that allows each individual to embark on a unique educational journey; a journey fuelled by self-confidence, hard work and high academic standards. It is a Co-Educational Day and Boarding School for ages two to 18 and a member of various organisations such as HMC, BSA, IAPS and ISBA. It is a School with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education.

The **Senior School** is located in the beautiful traditional village of Sutton Valence in Kent. It currently has 560 pupils (11-18), with around 20% boarding either part or full time.

The **Prep School** - just a few minutes' drive or a short walk down a lovely track – has around 245 students aged 2-11 between its three phases – Nursery, Pre-Prep and Prep.

The School is part of the **United Westminster and Grey Coat Foundation**. This enables the School to work collaboratively with other member schools of the Foundation and also provides invaluable professional support, guidance and development. More information about the Foundation can be found here.

The **HIKSVS International School in Tianjin, China**, is the most recent addition to the Sutton Valence School family having opened in August 2017, offering a British style education in a very different cultural setting. The School has been very successful since its opening and it works closely with the Governors and Leadership of Sutton Valence School. More information about HIKSVS can be found here.

The Senior School has excellent facilities both indoors and outdoors. Our Art and DT Departments have enviable facilities and their own buildings in the Village, the Music School has dedicated teaching/practice rooms and a performance hall, the Drama department boasts a professional standard theatre, and our sports facilities include a full-size AstroTurf, Tennis and Netball courts, extensive fields, a superb indoor swimming pool, a sports hall, permanent Cricket nets and an Athletics track.

The Prep School also has excellent facilities which include, as well as a suite of impressive well-maintained buildings, its own outdoor swimming pool, a large sports hall (with a stage and indoor cricket nets), a full sized multi-purpose astro pitch, a vast open space for sports pitches and dedicated spaces for Art, Music and Drama. The Forest School is a jewel in the crown. It also benefits from the use of all the Senior School spaces as detailed in the paragraph above.

SUTTON VALENCE SCHOOL

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.

Mission

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.



The Post

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 £27,500 per annum for this four day a week post, with an annual leave entitlement of five weeks in addition to Public Holidays. The hours of work are 8.45am – 5.45pm for four days a week (Monday - Thursday).

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.

As part of the recruitment process, we will be holding a computer-based skills test for shortlisted candidates.

Previous applicants need not apply.

How to Apply

To be considered, applicants must complete the official application form in full. Please note that CVs will not be accepted as a substitute.

Your covering letter should highlight:

- The skills and attributes you would bring to Sutton Valence School;
- How your experience aligns with the role;
- Specific details of experience and achievements.

Submit your completed application and monitoring form, along with your covering letter, to **hradmin@svs.org.uk**.

Alternatively, post your application to:

Assistant Bursar
Sutton Valence School
North Street
Sutton Valence
Kent ME17 3HL

Application deadline: Friday 27th November 2026

Please note: We reserve the right to appoint before the closing date.

Not sure if you meet every requirement? Research shows that women and people of colour often hesitate to apply unless they meet every single qualification. At SVS, we are devoted to fostering a diverse and inclusive workplace. If you're excited about this role but your experience doesn't align perfectly with every detail, we still encourage you to apply — you might be exactly who we're looking for.

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including:

- Checks with past employers;
- Enhanced Disclosure and Barring Service (DBS) check;
- Declaration of medical fitness.

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity with children.

All applicants are expected to read the School's Child Protection Policy prior to interview.

Sutton Valence School is an equal opportunities employer.



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 Prep 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 that 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 the Prep School 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 £15.50 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 Prep 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 lease 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

Sutton Valence School
North Street
Sutton Valence
Maidstone
Kent ME17 3HL
+44 (0)1622 845200
enquiries@svs.org.uk

SVS.ORG.UK

A member of The United Westminster and Grey Coat Foundation
Registered Charity No. 1181012
Founded in 1576 by William Lambe