

NOTRE
DAME
SCHOOL



SCHOOL SECRETARY

Candidate Information Pack

Permanent
Part Time – 28.5 Hours a week,
Term Time Plus 15 Days
Required ASAP



Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-round education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland forest school.

Notre Dame School is proud to have been shortlisted for the Best Independent Girls' School of the Year Award 2025.



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

Notre Dame School is the only one in the UK.

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her indomitable spirit and drive and remain committed to her mission statement:

“*No one is educated in isolation; it is the whole community that educates.*”

St Jeanne de Lestonnac - Foundress

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“
*Pupils display genuine
kindness and respect
for one another.*”

Independent School Inspections - ISI





The Role

Position Title

School
Secretary

Reporting to

Front Office
Manager

The function of the post

Our Front Office Team play a vital role in being the first people that our students, parents and visitors see when they come to Notre Dame.

As a communication hub for the school, they provide front-line administrative support working with the entire Notre Dame community. They are responsible for greeting all visitors, assisting with students and maintaining our high level of safeguarding.

This is a fast-paced, diverse role that requires managing multiple tasks simultaneously and thinking on your feet. It is one of our busiest areas of the school, and is the heart of our administrative function.

Main Duties & Responsibilities

Key Objectives

Administrative Duties

- Updating online school calendar with events as required
- Creating, proof reading and disseminating school communications via school platforms (SOCS, SchoolPost) in a timely manner.
- Coordinating parent replies with trip leaders and uploading the appropriate documentation to ensure all forms and information are up to date and relevant. Liaising with Finance department to manage deposits and payments. Inputting of data into third party travel systems.
- Management of the school's stationery ordering, working with suppliers to ensure value for money and goods are received. Maintaining stationery stock on behalf of the school. Liaising with finance to ensure accurate billing/invoicing
- Updating staff room pigeonholes.
- Supporting parents' evenings by ensuring staff badges and nameplates are up to date.
- Responsibility for incoming/outgoing post including franking machine and managing the despatch by special delivery of examination scripts and course work
- Working collaboratively with the School Office team so that all aspects of school administration are carried out efficiently.

Main Duties as School Secretary

- Providing a welcoming and professional environment to all visitors to the school.

Parent Liaison – responding promptly to calls and emails from parents, including management of multiple mailboxes.

Student Liaison – assisting students with general enquiries, managing calls home, providing first-aid triage in the absence of the medical team,

Staff Liaison – providing administrative assistance to the Heads and Office Manager as required. Assisting teaching staff with general enquiries, photocopying, booking coaches for trips, managing trip phones for events. Managing ad-hoc queries from other staff members as required.

Safeguarding Duties

- Ensuring daily AM and PM registers are completed accurately and within timeframes. All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and always ensure compliance with the school's Safeguarding Policy Statement.
- Raising safeguarding concerns in CPOMS
- Maintain daily fire registers

The Person

Based onsite four days a week, with occasional event commitments, the successful candidate will support the team in delivering an impactful customer, parent, and student experience that enhances the school's brand, reputation, and vision.

Working across multiple platforms and tasks, you will ensure that our front office provision is consistent, high-quality, and accurate, while maintaining an exceptional customer experience.

A desirable candidate will have:

- Excellent organisational and time management skills, with the ability to work independently and as a team, being supportive to colleagues and delegating, as necessary.
- Ability to maintain confidentiality and to always act with discretion
- Strong attention to detail
- Strong oral and written communication skills
- Strong ICT skills and a readiness to use new technologies
- Strong background in administration
- The ability to liaise professionally with a range of internal and external stakeholders
- The ability to work accurately at speed and under pressure
- A knowledge of and interest in working in a school environment.

Health and Safety

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

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.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

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"The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world."

Independent School Inspections – ISI



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Benefits of Service

Hours of work

Permanent

Part Time – 28.5 Hours per week

Term Time Plus 15 days

Tuesday – 08:30-16:30

Wednesday – 09:00-18:00

Thursday – 08:30-16:30

Friday – 13:00-18:00

Outside Term Time – 08:00-16:00

Due to the nature of the role and the current team timetable, the hours for the role are set and required.

Unfortunately, there is no opportunity to amend the proposed hours.

Remuneration

NDSP 25

£30,232.56 FTE

£19,695.24 Actual

Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education and Equal Opportunities Policy** which are available at:

[Policies & Reports | Notre Dame School](#)

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

For any queries, please contact HR at recruitment@notredame.co.uk or call 01932 589480.

Apply Now:

Please complete the online application process available on our career on Indeed

[Notre Dame School Cobham Careers and Employment | Indeed.com](#)

Closing Date

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced

Start Date

ASAP