



# FRANCIS HOLLAND SCHOOL

## SLOANE SQUARE

SCHOOL SECRETARY  
**Maternity Cover**  
from 19<sup>th</sup> February 2018



### **General Information**

Francis Holland School Sloane Square is an independent selective school for about 540 girls aged 4 to 18 (GSA and Society of Heads). There are 166 Juniors and about 350 Seniors, including 80 in the Sixth Form. The School is located on a spacious site in a quiet area of SW1, very close to Sloane Square.

Francis Holland School is enjoying considerable popularity and is heavily oversubscribed. Our warm, vibrant and nurturing atmosphere is coupled with an innovative and creative culture. Our pupils are not valued on academic performance – notwithstanding high achievement - and we recognise the many different types of intelligences which can manifest themselves in a variety of gifts and talents. Community service and enterprise are also highly valued, and we seek to build resilience and courage through our wide range of sports and co-curricular opportunities and our expeditions programme. Girls are encouraged to take considered risks and to learn that failure is simply a work in progress. This brave and

aspirational attitude informs the School and produces young women of character and flexibility.

Pupils come from all parts of the London area with many of the Junior School pupils choosing to stay for the Senior School. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, the Junior School having one form throughout and Years 7 to 11 having two or three forms per year. The Sixth Form girls are placed in tutor groups of about 8 girls. A very wide range of co-curricular opportunities are offered to the pupils, and all staff contribute to this vibrant dimension of the School.

Academic standards are high throughout the School and on leaving school, after A Levels, girls proceed to higher education courses, sometimes after a gap year.

### **Junior School**

The Junior School is housed in its own building on the school site and shares many of the Senior School facilities. There is a separate Head of Junior School who has day to day responsibility within the Junior School and she reports directly to the Headmistress on whole school and major policy matters. Links between Juniors and Seniors are strong and some Junior School pupils will choose to transfer to the Senior School at 11+. Many have sisters in other years of the school and pupils relate well to each other; there is much informal contact between Juniors and Seniors partly as a consequence of the shared facilities.

Entry to the school is very competitive and pupils are selected via entrance examinations and interview at 11+ or Sixth Form. Girls achieve exceptionally good results in examinations at GCSE and A Level, and progress to some of the best universities in the United Kingdom. There are close links with our "sister" school at Francis Holland, Regents Park. The school offers a large number of bursaries, in addition to music and academic scholarships, all of which are means-tested, up to 100% fees.

The school offers a plethora of extra-curricular activities, more than seventy clubs and societies are available every week : before school, at lunchtimes and after school. Music, drama and sport are particularly strong. Community voluntary work and charitable activities are enthusiastically supported by staff and pupils. Achievement beyond academic results is regarded as essential for FHS students and all teachers are expected to contribute fully to extra-curricular activities.

Lunch is available free of charge to all FHS employees and an interest free loan for travel season ticket is offered to staff, on application to the Bursar. FHS also offers a generous pension scheme.



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### **The role of the School Secretary**

The FHS office is at the heart of the effective and happy operational running of the school on a daily basis. The office is led by the Office Administrator. The Head's PA is also a member of the office team and assists with office work on an occasional basis.

The School Secretary is responsible for answering the telephone and ensuring that messages are swiftly and accurately passed to teachers. At various times of the year, the office is very busy so s/he will have to multi-task and prioritise work effectively.

The School Secretary is responsible, with the Office Administrator, for circulating address lists and form lists generated from the database to staff and keeping the database accurate and up to date. S/he will also check registers each morning and contact parents of absent girls where necessary and update the registers accordingly.

Although the school office is busy, there is a very friendly atmosphere and the School Secretary must be able to work under pressure while retaining a sense of humour. All office staff are given training in First Aid.

The successful applicant will be expected to work as a member of a team. S/he will be expected to do photocopying, assist in school mail-outs, type correspondence and undertake other general administrative duties, as required.



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#### **School Secretary**

The post of School Secretary is an important role in the school office. The post requires a variety of skills.

The successful candidate is likely to:

- be a graduate
- be a person who enjoys working in a busy school environment
- be able to multi task
- be a First Aider (or be willing to undertake a first aid course)
- have outstanding secretarial skills
- be meticulously well organised and accurate
- have excellent attention to detail
- have good IT skills and experience with a database
- be able to prioritise
- have the ability to work under pressure
- excellent telephone manner
- undertake other administrative office duties as required
- have a high standard of accuracy in written English
- be able to proof read
- be a patient individual capable of exercising tact and diplomacy
- be a good natured individual able to communicate effectively with children and adolescents

The school office team work reduced hours during school holidays and the school is closed for certain days at Christmas and New Year. Six weeks' holiday per year should be taken during school holidays by arrangement with the Office Administrator. Daily hours will be 9.00am – 5.30pm. Salary will be discussed at interview.

Please send completed application forms to [jobs@fhs-sw1.org.uk](mailto:jobs@fhs-sw1.org.uk)

*Francis Holland School is committed to the safeguarding of children and child protection screening will apply to this post.*