



STRATHALLAN
SCHOOL

Opportunities for all to excel



Candidate Brief

Admissions Secretary

Part-time, permanent contract.
To commence as soon as possible.

Introduction

We are seeking an enthusiastic Admissions Secretary on a part-time basis to provide high-quality administrative services to the Admissions team. The successful candidate will have outstanding communication skills, with the confidence to deal with a wide range of people, including parents of pupils. They will have excellent IT skills and be capable of prioritizing their workload to meet deadlines, whilst remaining calm and approachable under pressure.

This is a 23-hour per week post, with Friday as a fixed working day and the remaining hours agreed with the successful candidate to support the needs of the department. The Admissions Secretary will also provide cover for up to six Saturdays per academic year, working from 8.30am to 12.30pm on the School's Main Reception.

The successful candidate will be comfortable working collaboratively within a dynamic team and will demonstrate strong organisational and administrative skills, along with a confident working knowledge of MS Office.

The School

Strathallan School is a leading co-educational boarding and day school with an outstanding reputation for academic excellence, sporting achievement, and creativity in the arts. Situated in the beautiful Earn Valley, the School occupies a self-contained wooded estate of 150 acres on the edge of the village of Forgandenny. Perth is a short drive away, and convenient motorway links provide easy access to Edinburgh, Glasgow and the Scottish Highlands.



The campus combines traditional architecture with modern, purpose-built facilities. The main building, a Grade B listed property, was originally a private mansion and became home to Strathallan in 1920 when the School moved from its original 1913 site.

Strathallan's dedicated teaching and support staff work collaboratively across a range of departments including Administration, Finance, Domestic Services, Human Resources, Estates, Grounds, IT, External Relations, Catering, and Medical. Each department plays an integral role in ensuring the smooth

and effective running of the School. The Head of each department (with the exception of External Relations) reports to the Bursar, while the Director of External Relations, like the Headmaster & CEO and the Bursar, is a member of the School's Executive. The Executive Team also includes the Head of Senior School and the Head of Prep School, all of whom work together to ensure the effective leadership and strategic direction of Strathallan. Collectively, the Executive are accountable to the Board of Governors for all aspects of the School's operation and development.

The External Relations Team

The External Relations Department at Strathallan brings together Admissions, Marketing, Development, and Alumni Relations under the leadership of the Director of External Relations. The Director is supported by a dedicated team with specialist expertise across admissions, marketing and communications, alumni engagement, and development.

Working collaboratively, the department promotes the School's values, achievements, and distinctive character to a wide range of audiences. It plays a central role in sustaining and enhancing Strathallan's reputation both in the UK and internationally, with a remit that includes pupil recruitment, brand management, communications, community engagement, and the cultivation of meaningful relationships with parents, former pupils, and supporters of the School.

Dynamic, forward-thinking, and highly cohesive, the team ensures a consistent and high-quality experience for all who engage with Strathallan.



Job Description

Job Title:	Admissions Secretary
Reporting to:	Admissions Manager with any reception duties managed by the Office Manager.
Responsible for:	N/A
In liaison with:	Parents, pupils, prospective pupils and parents, Admissions staff and other colleagues and visitors.

Core Purpose:

The post-holder is expected to uphold the values and ethos of Strathallan School and act as an ambassador for the School.

The Admissions Secretary is both front-facing and administrative. The overall focus of the role is to provide customer service and administration in support of the School's Admissions process, for example answering internal/external enquiries, data entry plus conducting tours of the School, as and when required. The postholder will also cover the School's Main Reception as directed by the Office Manager.

This is an interesting and varied role which requires outstanding customer service and administrative skills, flexibility, teamwork and a willingness to go 'above-and-beyond'.

Specific responsibilities:

- To maintain iSAMS in accordance with the School's admissions and registration policy.
- To answer telephone and email enquiries, supporting both current and prospective parents, and to proactively forward messages to relevant members of staff.
- To respond to, or appropriately escalate, enquiries to colleagues within the External Relations team.
- To maintain strict confidentiality and discretion at all times.
- To conduct tours of the School for prospective parents and pupils, as required.
- To liaise with schools to request references and reports.
- To assist with Scholarship arrangements and associated events.
- To support transition processes and the start-of-term arrangements for new pupils.
- To ensure all compulsory documentation is completed and filed on pupil records prior to the start of term.
- To assist with the organisation of pupil taster days.
- To manage School merchandise, including ordering, stock control, and replenishment.
- To assist with the organisation of Open Morning and to attend and support the event on the day.

National and School Standards (*all staff*):

- Maintain professional expertise by undertaking regular CPD.
- Maintain an awareness of Scottish (SQA Highers) and English (GCSE & A Levels) curriculum/educational systems as well as all Admissions information commonly asked by prospective parents.
- Adhere to the School's Code of Conduct for staff.
- Undertake regular Child Protection training and complying with child safeguarding requirements (GIRFEC) and understanding the reporting responsibilities;

Person Specification

Attributes	Essential/ Desirable
Qualifications	
Educated to A Level, SQA Higher (or equivalent) with a minimum GCSE pass at Nat 5 or equivalent in English or Maths.	E
Experience	
Experience working with iSAMS or a similar MIS database.	E
Experience in a customer-facing environment.	E
Experience working with MS Office.	E
Experience of working as a receptionist or secretary.	D
Experience of working in an Education setting, particularly an Independent School.	D
Skills	
Strong ICT skills with a working knowledge of GDPR.	E
Outstanding communication skills; verbal and written.	E
Accurate, timely and methodical data entry skills.	E
Exceptional time management and organisational skills.	E
Excellent telephone manner and ability to deal with callers and visitors in a calm and courteous way.	E
Exceptional customer service skills with the ability to go above and beyond.	E
Personal characteristics	
Assured and informed to build positive relations with customers.	E
Approachable, welcoming with the ability to establish good links with pupils, parents and colleagues.	E
Outgoing, confident, affable and positive.	E
Flexible and adaptive approach to work.	E
Ability to work on own initiative.	E
Reliable, methodical, trustworthy, discreet and tactful.	E
Neat, tidy and professional appearance	E
Affinity with the values and ethos of Strathallan School	E
Be a person who is able to mix easily with persons of any culture or background	E
Ability to maintain close and harmonious relations with work colleagues at all levels	E

Terms & Conditions

Remuneration

The salary for this role is £15,309 per annum.

Hours of Work

This is a part-time position working 23 hours per week. Friday will be a fixed working day, with the remaining hours agreed with the Admissions Manager to support the smooth running of the department. A degree of flexibility is expected to ensure the needs of the role are met.

Although the role is primarily worked during standard office hours, there may be occasional requirements to support events such as scholarship days, open days, follow-up calls or other promotional activities. Where additional hours are required, these may be reclaimed in accordance with the External Relations department's Time Off in Lieu (TOIL) policy.

In addition, the post-holder will be required to work up to six Saturdays per year, from 08:30 to 12:30, to provide main reception cover as part of the wider administration team.

Holidays

You will be entitled to the pro-rata equivalent of 30 days paid holiday inclusive of public holidays.

Pension Scheme

You will have the option to join the Strathallan Group Personal Pension scheme.

Other Benefits

During each School Term, you will, when on duty, be entitled to such meals as are available at the school for pupils free of charge.

Other Info

As the work is in a school context, you will be required to attain PVG membership.

You should, if possible, hold a valid full UK driving licence and must be eligible to live and work in the UK.

Application Process

The deadline for Applications is Sunday 7th December 2025 with interviews held shortly after.