



STRATHALLAN
SCHOOL

Opportunities for all to excel



Appointment of School Secretary & Receptionist



The Role

We are seeking a dedicated and highly organised individual to join us in the role of School Secretary and Receptionist, providing the professional front-of-house presence that underpins the smooth running of daily school life. Working closely with staff, pupils, parents and visitors, this role calls for someone who brings efficiency, reliability, and a warm, courteous manner to every interaction.

As the first point of contact for school, the successful candidate will represent our values with confidence and professionalism. They will manage a wide range of administrative tasks, maintain accurate and timely records, support internal communication and ensure that all enquiries are handled promptly and with care.

We are looking for someone who is methodical, approachable and able to manage a busy and varied workload. Strong communication skills, good judgement and the ability to balance multiple priorities are essential. The ideal candidate will take pride in delivering a consistently high standard of service and will play an important part in supporting the school community and its commitment to excellence.

Strathallan School

Strathallan School is a leading co-educational boarding and day school, currently for pupils aged 5-18, recognised not only for academic excellence, sporting distinction and creative achievement, but also for its strong reputation within the independent schools' sector and wider community.

Set within 160-acre wooded estate in the beautiful Earn Valley, the School benefits from extensive grounds, high-quality facilities, and a location that provides easy access to Perth, Edinburgh, Glasgow, Dundee, Aberdeen and the Scottish Highlands.

The campus blends historic charm with modern, purpose-built developments, offering a breadth of resources that support both educational excellence and a range of revenue-generating activities. The main building, a Grade B listed former mansion, has been home to Strathallan since 1920 and sits at the heart of a well-maintained estate that is used year-round for teaching, boarding, events, and a successful programme of external lets.

Strathallan's staff community spans specialist teaching teams led by the heads of the Senior and Prep Schools and a wide range of operational departments including Administration, Finance, Domestic Services, Human Resources, Estates, Grounds, IT, Catering and Medical. Each team contributes to the efficient running of the School and to the delivery of an exceptional experience for pupils, families and visitors alike. Department Heads (with the exception of External Relations) report to the Bursar. The External Relations team, comprising admissions, marketing, alumni and development report to the Director of External Relations (ER). The Heads of the Senior and Prep schools, the Bursar and the Director of ER report to the Headmaster & CEO and Bursar. Currently these five form the School's Executive Team, who together provide strategic direction for the organisation and are accountable to the Board of Governors.

Harry Riley & Strathallan's Values

Strathallan School's values are deeply rooted in the vision of its founder, Harry Riley. Born in 1888 in Bradford, Riley came from humble beginnings and, having been prevented from joining the Royal Navy due to colour-blindness, chose teaching as his life's vocation, despite not attending university, qualifying instead through the Licentiate of Preceptors. From the outset, and as something of a disruptor, he believed in education as a transformative force - one that nurtures character, uncovers potential, and inspires young people to achieve their best through knowing pupils as individuals and allowing them to enjoy education rather than promote the drudgery felt to be 'character building' at the time.



When Riley founded Strathallan in 1913, he established principles that remain at the heart of the School today: every pupil should be recognised and valued as an individual; education should be enjoyable and inspiring; hidden talents and character should be discovered and nurtured; and hard work is essential to achieving meaningful, lasting success. These guiding principles have created a culture of excellence, resilience, and innovation that continues to define Strathallan over a century later.

Building on this foundation, Strathallan looks to the future with a commitment to serving its community, broadening opportunities for its pupils, and leading strategic initiatives (educational, pastoral, cultural, sporting and commercial alike) that strengthen the School's impact as an educational charity fit for the 21st Century. The estate, facilities, and the programmes they allow are not only designed to support educational excellence but also to enable projects and initiatives that benefit the wider community, reflecting the school's mission to make a positive difference both locally and beyond.

The Administrative Support Team

Administrative support comprises the Headmaster's PA and Office Manager, the Bursar's PA, the Head of Senior School's PA, the Health Centre Secretary, the Music Secretary, the Prep School Secretary, and two School Secretaries/ Receptionists.

Together, this team provides a comprehensive service across the School, ensuring that day-to-day operations run smoothly and that staff, pupils and visitors receive a consistent standard of professional support.

The successful candidate will join a well-established, collaborative group who work closely with one another, sharing information, assisting during busy periods, and contributing to the wider administrative functions of the School. This is a supportive and experienced team where strong communication, cooperation and reliability are at the heart of how the office operates.



Key Responsibilities

The School Secretary and Receptionist will work closely with senior staff, pupils, parents, and visitors to support the smooth and efficient running of the school. While the exact scope of the role may vary depending on the skills and experience of the successful candidate, it is expected to include the following key areas of responsibility:

- ◇ Provide a warm, professional welcome to all visitors, ensuring security procedures are followed and passes are issued appropriately.
- ◇ Respond promptly and courteously to all telephone enquiries, directing calls and taking messages as required.
- ◇ Collate, input and distribute daily pupil absence information with accuracy and confidentiality.
- ◇ Circulate notes, notices and documents as directed, ensuring timely and accurate distribution.
- ◇ Manage incoming mail and deliveries, coordinating the distribution of post and preparing outgoing mail each day.
- ◇ Work collaboratively with administrative colleagues on the production of school documents, publications, programmes, theatre bookings, ticketing, and seating plans.
- ◇ Liaise effectively with staff across the school to support and coordinate administrative activity.
- ◇ Maintain strict confidentiality in the management, handling and storage of all documentation within the School Secretary's office.
- ◇ Carry out filing, photocopying and general administrative duties as requested.
- ◇ Provide support to the wider administrative team when required, including holiday and sickness cover.
- ◇ Support the editors of the Strathallian magazine through administrative and organisational tasks.
- ◇ Assist the Director of Sport with the preparation and updating of Games Lists and related documentation.
- ◇ Support national examination processes through accurate data input, coordination of exam-related paperwork, and timely dispatch of all examination materials.
- ◇ Update school handbooks and the School Telephone Directory to ensure information remains current and accurate.
- ◇ Input data into school management systems, maintaining accuracy and consistency across all platforms.
- ◇ Provide general typing and administrative assistance to members of the School Management Team and other staff, as directed by the Line Manager.

Who are we looking for?

Qualifications/Attainment–Essential:

- ◇ English and Mathematics standard grade or national 5.

Qualifications/Attainment–Desirable:

- ◇ HNC in Business Administration or equivalent.
- ◇ Relevant work experience.

Skills and Experience - Essential:

- ◇ **Significant experience in an administrative role**—The candidate should have substantial experience of working in an office or school setting, demonstrating reliability, efficiency and a professional approach.
- ◇ **Experience in a front-facing customer service role**—Experience of interacting with the public, parents, staff or pupils is required, showing a professional and approachable manner at all times.
- ◇ **Good literacy and numeracy skills**—ability to read, interpret and produce documents accurately, as well as handle basic numerical tasks such as record keeping and billing.
- ◇ **Ability to work to tight deadlines**—Must be able to manage time effectively, delivering work accurately and efficiently within required timeframes.
- ◇ **Ability to prioritise workload**—Demonstrates judgement in organising task and responding to competing demands without loss of accuracy or quality.
- ◇ **Proficiency in MS Office**—Confident use of Word, Outlook, Excel and other Office applications is required to support administrative processes.
- ◇ **Excellent telephone and personal manner**—Must project a professional and courteous approach in all interactions, both in person and over the phone.

Skills and Experience - Desirable:

- ◇ Experience or good knowledge of education, independent schools, or a comparable sector.

Personal Characteristics–Essential:

- ◇ **Strong organisational and administrative skills**— The postholder should be highly organised, able to manage tasks simultaneously, and maintain smooth office operations.
- ◇ **Confidentiality and discretion**—Must handle sensitive information carefully, maintaining trust and integrity in all interactions.
- ◇ **Excellent interpersonal and communication skills**—Ability to establish positive relationships with pupils, parents and staff, ensuring clear and professional communication at all times.
- ◇ **Flexible and adaptive approach to work**—Capable of adjusting to changing priorities and unexpected demands while maintaining professionalism.
- ◇ **Readiness to work in a school environment**—Must understand and respect the routines, culture and expectations of a busy school setting.
- ◇ **Ability to work alone and as part of a team**—Willingness to follow guidance from managers and collaborate effectively with colleagues.

Terms of Appointment

Remuneration

The full-time salary for this role is £23, 119 per annum,

Hours of work

Monday to Friday, 9.00am to 5.00pm or 9:30am to 5:30pm with a one-hour unpaid lunch break. The postholder may be required to work up to six Saturdays per year (8.30am to 12.30pm) to provide weekend reception cover. The school is also open to discussing a term-time plus contract.

Holidays

30 days per year which includes any public holidays taken, with an additional 5 discretionary days awarded for the Christmas/New Year break.

Pension Scheme

A contributory pension scheme with an employer contribution of 4%.

Occupational Sick Pay

Occupational sick pay following the first year of service.

Benefits

- ◇ On-site parking.
- ◇ Death-in service cover.
- ◇ Free lunch during term-time.
- ◇ Discounts in 100's of retailers.
- ◇ Cycle to Work Scheme.
- ◇ Blue-light card eligibility.

Other Information

Any offer of employment will be subject to Safer Recruitment checks; suitable clearance through Disclosure Scotland's PVG scheme, the receipt of two satisfactory professional references and proof of the Right to Work in the UK.

Application Process

- ◇ Further details of the school are available on the School's Website www.strathallan.co.uk
- ◇ If you would like to apply, please submit your application online by 4th January 2026. The interviews will be arranged shortly after the school term resumes on 7th January 2026.
- ◇ For any queries regarding the role or the application process, please contact us at: hr@strathallan.co.uk.



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