

Fettes College Preparatory School

School Secretary

(maternity cover)



Fettes College is a leading HMC co-educational boarding and day school (7-18) close to the heart of Edinburgh. It has a strong tradition of academic, sporting, and cultural excellence underpinned by outstanding pastoral care.

Fettes Preparatory School are seeking to hire a customer-focused School Secretary (maternity cover) to be the face of the Prep School, providing a warm welcome for pupils, parents and visitors.

Responsibilities

Working closely with the Prep School staff, you will be a key presence there, carrying out the following roles and responsibilities.

- For current parents you will be the first person they speak to on the telephone or face to face at the beginning and end of each school day
- Through telephone, email, School Post communication system and in person, provide parents with support and information on all aspects of school life
- Production of a weekly bulletin for all Prep parents and Prep School governors
- Regular communication with parents, both on an individual basis as well as whole school communications and liaise with the Senior School Office to ensure consistency across both schools
- Providing parents with information about the website and daily routines in the Prep School
- Collate and distribute pupil reports, produce up to date School lists, create pupil labels and order supplies
- Printing of reports and orders, filing and archiving
- Being a point of contact for children in the Prep School. For example, helping answer questions about routine, finding members of staff, stationery, etc
- End of term mailing and sending out pupils' reports at the end of each term
- Provide a point of contact between the Senior and Prep Schools
- Provide support to the Prep School Director of Music in creating twice per term Concert programmes and Autumn, Spring and Summer Concert programmes
- Trip organisation and administration as required
- The weekly coordination of sports reports to be sent to the Sports Administrator for website publication
- Organise Biennial photography rotations in Prep Assembly Hall and on Gallery Corridor
- Administrative support to the Prep School Senior Management Team, as well as Prep staff; for example, assisting the Director of Studies with arrangements for Parents' Evenings (this involves working beyond 5:30 pm on those days)
- Update the school database regarding daily absences, sign out times or notes on pupils and ensure these are circulated appropriately
- Assist with the Sign-Out procedure
- Provide administrative support to Head of Pastoral Care/Child Protection Co-ordinator
- Distribute and collect mail from the Senior School
- Ordering stationery and supplies for staff
- Reprographics as required
- Manage rota and organise catering for the "Coffee Cart" at all Prep School home matches



PERSON SPECIFICATION

Our people are at the core of everything we do, and part of our vision is for Fettes to be the school of choice for students, parents and staff.

Experience

- Excellent organisational and planning skills with strong attention to detail;
- Ability to work independently but also to work well with colleagues;
- Motivated and can take the initiative to manage tasks;
- First rate business writing skills and good inter-personal skills;
- IT literate across a broad range of common Microsoft applications specifically Outlook, Word and Excel and, ideally, experience and confidence in the use of databases.

Personal Qualities

- Approachable and open manner for daily interaction with Pupils, Parents and Staff;
- Enthusiastic and willing to involve oneself in the life of the school;
- Confidentiality, discretion, diplomacy and integrity;
- Smart and professional in presentation.

Benefits

This is a maternity cover position from January 2025 to 16th December 2025 working during term time 35 hours per week, Monday to Friday (8 am to 4 pm, with a one-hour unpaid lunch break). Term times can be found here: <https://www.fettes.com/term-dates-prep>

Salary: around £21,000 per annum

Benefits include:

- Parking within the campus grounds. The campus is easily accessed by car and bus.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.

- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme (3x salary).
- Excellent Employee Assistance Programme (EAP).
- Benefits portal with extensive discounts section, as well as healthcare, dental plan cover, etc.
- You will be opted into the Fettes College Pension Plan after 3 months service. This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute to the scheme a minimum of 8% and you will contribute a minimum of 2% employee. Fettes operate a contribution matching scheme up to 12% of base salary.

Application Process

Applications should be made through the Fettes College website (<https://www.fettes.com/about-us/vacancies>) and the closing date for applications is Wednesday, 30th October 2024 with interviews to be held week commencing 11th November; however, applications will be reviewed as and when submitted. Interviews may be scheduled, and we reserve the right to appoint, prior to the closing date. Start date would be 6th January 2025.

When applying, please provide an up-to-date CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role, and include the name and contact details of 2 referees (note we will not contact referees without your permission). Our PA to the Headmaster, Mrs Mona Gill, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact recruitment@fettes.com to arrange a time to speak with Mona.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at s.hussain-savuk@fettes.com



About Fettes

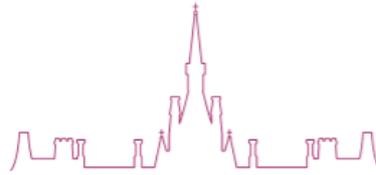
Fettes opened its doors in 1870 and became fully co-educational in 1980: it is now an independent school of some 770 students. There are 580 students in the Senior School (13-18 years) and 190 students in the Preparatory School (7-13 years).

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. The historic main building was designed by one of Scotland's leading architects, David Bryce, and holds the Chapel, Library, the English, Classics and History Departments as well as the Medical Centre and two boarding houses. A large purpose-built teaching block (the Spens Building) houses Art, Modern Languages, Mathematics, Economics, Geography and Music. The Theatre, Science Laboratories and Dining Hall are adjacent. The Preparatory School and seven further boarding houses (including Craigeith, our U6th House, specifically designed to prepare students for university) are also on the campus. Our sports facilities (including extensive playing fields, two all-weather pitches and a private Health Club) are excellent. Known for its academic excellence,

Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing students with *'A place to live. A place to learn. A place to grow'*. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970.

We are a community of more than 1000 individuals, consisting of circa:

- Nearly 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments



Fettes Moving Forward

Our Vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

*You can discover our vision –
and how it shapes and informs
our future – at [Fettes.com/vision](https://fettes.com/vision)*

