

JUNIOR SCHOOL SECRETARY - Sickness Cover

Responsible to: Head of Junior School

Responsible for: N/A

Salary: Grade 3.2 - Actual Salary -£23,306.40

Contract Type: Full time, temporary - fixed term till 16 December 2026.

Hours of Work: 37.5 hours, Term-Time Only*

*plus 2 weeks to be worked out-with term time for example to prepare for the start of the academic year.



Job Purpose:

The Junior School Secretary provides a professional, efficient and welcoming administrative service to the Junior School, supporting the Head of Junior School, teaching staff, pupils and parents.

The postholder will be a key point of contact for the Junior School and will play an important role in ensuring the smooth and effective day-to-day operation of the school. The role encompasses a broad range of administrative, organisational and operational responsibilities, requiring excellent communication, organisation, discretion and the ability to manage competing priorities.

The Junior School Secretary will work collaboratively with colleagues across the wider school community and will undertake a variety of administrative duties to support the needs of the Junior School as they arise.



DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged 5 to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with c.550 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative

opportunities, and was named 'Scotland's Independent School of the Year for Academic Performance' in 2024 and 2026 by the Sunday Times

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.



Key Responsibilities

1. Strategic Communication and Customer Service

- Act as the main point of contact for enquiries relating to the Junior School, providing a professional, welcoming and helpful service to pupils, parents, staff and visitors.
- Facilitate clear, timely and effective communication with parents, responding to enquiries appropriately and ensuring that matters are directed to the relevant member of staff where necessary.
- Support positive and professional relationships between the Junior School and parents.
- Oversee daily pupil attendance and compile attendance tracking information and reports as required.
- Prepare and circulate Junior School mailings, newsletters, letters and other communications as required.
- Maintain the Junior School Office and Reception area to a professional, welcoming, organised and tidy standard at all times.
- Receive and direct telephone calls, emails and visitors appropriately, ensuring enquiries are dealt with efficiently and courteously.

2. Diary and Administrative Support to the Head of Junior School

- Proactively manage the diary of the Head of Junior School, coordinating appointments, meetings and commitments to ensure effective use of time.
- Manage the inbox for the Head of Junior School as well as that of the School Office for parent and external communications.
- Arrange appointments and liaise with internal and external contacts as required.
- Prepare meeting materials, agendas, papers and supporting documentation to ensure the Head of Junior School is well prepared for meetings and discussions.
- Assist with the preparation of presentations, reports, correspondence and other documentation.
- Monitor agreed actions and deadlines arising from meetings and ensure these are followed up as appropriate.

3. General Junior School Administration and Operational Support

- Provide comprehensive administrative support to the smooth and effective day-to-day operation of the Junior School.
- Undertake a wide range of administrative tasks to support the Head of Junior School, teaching staff and wider Junior School team.
- Act as a central administrative resource for the Junior School, responding promptly to requests and ensuring tasks

are followed through to completion.

- Prepare, format, update and distribute documents, letters, reports, forms, presentations and other materials as required.
- Maintain accurate and up-to-date databases, spreadsheets, registers, lists and electronic records.
- Support the administration and maintenance of pupil records, ensuring information is accurate, current and appropriately managed.
- Assist with the organisation and administration of pupil activities, clubs, trips, visits, appointments and other Junior School arrangements.
- Support staff with the preparation and organisation of resources, paperwork and materials required for the effective running of the Junior School.
- Liaise with colleagues across the wider school, including academic, pastoral, boarding, admissions, finance, facilities, IT and other support departments, as required.
- Assist with the administration of new pupil arrivals, leavers and transitions.
- Maintain effective electronic filing systems, ensuring documents are securely stored and readily accessible.
- Undertake general administrative duties including photocopying, scanning, printing, filing and distribution of documents as required.
- Provide administrative cover for Main School as required.
- Assist with the implementation and administration of school policies, procedures and systems relevant to the Junior School.
- Undertake any other reasonable administrative duties necessary to support the effective operation of St Leonards.

4. Confidentiality and Data Management

- Maintain the highest standards of confidentiality and discretion when handling sensitive pupil, parent and staff information.
- Ensure that confidential information is handled, stored and shared appropriately and in accordance with school policies and relevant data protection requirements.
- Maintain accurate and secure records, ensuring information can be retrieved efficiently when required.
- Exercise appropriate judgement when dealing with sensitive or confidential enquiries.

5. Resource and Finance Management

- Maintain accurate records relating to the Junior School budget and expenditure.
- Process and maintain purchase orders, invoices, statements and other financial documentation as required.
- Assist with monitoring Junior School expenditure and provide relevant information to the Head of Junior School.
- Manage the ordering of resources, stationery, equipment and other supplies for the Junior School.
- Liaise with suppliers and relevant school departments regarding orders, deliveries and invoices.
- Monitor stock levels and ensure that appropriate resources are available to support the day-to-day operation of the Junior School.

6. Event and Activity Coordination

- Assist with the planning and administration of Junior School events, activities and functions.
- Coordinate practical arrangements, logistics, resources and communications for events as required.
- Liaise with staff, parents, pupils, suppliers and other relevant stakeholders to support the successful delivery of events.
- Assist with the administration of school trips, visits and other off-site activities.

7. Travel and Trip Arrangements

- Support the organisation and administration of travel arrangements for Junior School staff and school trips.
- Assist with itinerary planning, accommodation, transportation and associated documentation.
- Liaise with relevant staff, travel providers and other organisations as required.
- Ensure appropriate information and documentation is collated and distributed in advance of trips and visits.
- Respond flexibly to changes in staffing and operational requirements to help ensure the continued smooth running of the Junior School.

10. Proactive Problem Solving

- Anticipate administrative and operational requirements and take appropriate action before issues arise.
- Identify problems and seek practical and effective solutions.

- Use initiative and sound judgement when managing unexpected situations or competing demands.
- Escalate issues appropriately where they require the involvement or decision of the Head of Junior School or another senior colleague.
- Contribute positively to the continuous improvement of administrative systems and processes within the Junior School.

11. Wider School Support

- Work collaboratively with colleagues across the school to ensure effective communication and coordination.
- Support wider school initiatives and activities when requested by Head of Junior School or Senior Management.
- Establish and maintain effective working relationships with staff across all areas of the school.
- Provide additional administrative support during particularly busy periods, recognising the changing demands of the school calendar.
- Assist with cover administration and implementation as required across the school.
- Undertake other reasonable duties consistent with the nature and responsibilities of the post, as required by the Head of Junior School or senior management.

General Responsibilities

- Uphold the values, ethos and reputation of the school at all times.
- Maintain a professional, approachable and helpful manner when dealing with pupils, parents, colleagues and visitors.
- Comply with all school policies and procedures, including those relating to safeguarding, health and safety, confidentiality, data protection and information security.
- Contribute to a safe, inclusive and positive environment for all pupils.
- Maintain professional standards of conduct and confidentiality at all times.
- Participate in relevant meetings, training and professional development as required.
- Carry out all duties in accordance with the school's policies and procedures.

The duties and responsibilities outlined above are not exhaustive. The postholder may be required to undertake other reasonable duties appropriate to the role and level of responsibility to support the effective operation of St Leonards School.



Person Specification

Education, Training and Qualifications

Essential

- Educated to SQA Standard Grade, O Level or equivalent in English and Maths as a minimum

Desirable

- Educated to SQA Higher Level, A Level or equivalent
- IT and/or Admin Qualification such as ECDL.

Experience & Knowledge

Essential

- Significant experience of working in a varied administrative role.
- Proficient user of ICT

Desirable

- Experience of working within the public sector or in an Education environment
- Experience of Google Suite

Competencies / Skills

Essential

- Excellent problem solving skills and ability to use initiative.
- Exceptional customer service skills; focusing on customer needs and requirements.
- Proven ability to share knowledge.
- Excellent written and verbal communication skills.
- Strong interpersonal and negotiation skills.
- Sound time management and organisational skills.
- Sound IT skills

Desirable

- Strong ICT skills

Interpersonal Skills

Essential

- Emotional intelligence; reading signals and adapting your approach when needed.
- Self-motivated, positive and enthusiastic.
- Excellent attention to detail.
- Ability to communicate effectively with staff, parents, students and external organisations from all different backgrounds.
- Tactful and discreet with the ability to handle confidential information.
- Ability to work calmly under pressure. Resilient.
- Assertive yet non-confrontational and a comprehensive communicator.
- A flexible approach to work, adapting to change at short notice.
- Professional manner and appearance.



THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via St Leonards [Teacheroo portal](#). The closing date and time for applications is Noon on **9th October 2026**. Interview to take place ASAP. We reserve the right to close the vacancy earlier.

Any questions may be directed to recruitment@stleonards-fife.org in the first instance.

All successful applicants will be required to be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.