



STRATHALLAN
SCHOOL

Opportunities for all to excel



Medical Secretary Part-time, term-time.

To start in post ASAP.

Introduction

We are seeking to appoint a Medical Secretary to work on a part-time, term-time only permanent basis joining the School's Health Centre and team of Nurses. The post-holder will work 25 hours per week, for 34 weeks per year term-time as well as 4 Saturdays (8.30am to 12.30pm) across the whole academic year to cover the School's Main Reception. The exact working pattern for this role can be discussed at interview.

The successful candidate will be able to work independently as well as part of a team, with a professional and vigilant approach to their duties and responsibilities. The nature of this position requires the successful candidate to be adaptable and flexible working with meticulous attention to detail and with the utmost confidentiality and discretion.

The School



Strathallan School is a leading co-educational boarding and day school with an outstanding reputation academically in sports and the arts. Pupils are divided between Strathallan Prep School and Strathallan Senior School. There are three senior Girls' Houses, four senior Boys' Houses, and a junior boarding house.

The School is situated in the beautiful Earn Valley as a self-contained wooded estate of 153 acres on the edge of the village of Forgandenny. Perth is the

nearest town, some ten minutes away by car and access to the motorways puts Edinburgh (45 mins), Glasgow (1 hr) and the Scottish Highlands within easy reach.

The School is well-resourced with a mixture of traditional and modern buildings. The Main Building, a Grade B listing, was once a large private mansion, bought by the School's founder, Harry Riley, in 1920 when he moved the School from its original 1913 location in Bridge of Allan.

The School exists to provide inclusive all-around education for its pupils in a nurturing and caring environment. Our aim is to engage pupils to be their best and prepare them for the demands of further study and future work in an increasingly diverse and global university and employment market. We do this through opportunities that inspire and challenge and expect effort and hard work from each pupil in achieving their best, based on values of respect, kindness, honesty, hard work, humility, and excellence, all underpinned by the fundamental value of love.



Duties & responsibilities:

Purpose of Appointment

A Receptionist and Secretary with responsibility for the Health Centre Reception and all secretarial support in the Health Centre in order to assist with the efficient administration of Strathallan School.

Key Responsibilities of Post

- All reception duties and greeting of visitors to the Health Centre
- Answering all telephone calls and dealing with non-medical queries
- Updating and circulation of the “Off-games” and Appointment/sick lists within specified timeframe
- Arranging pupil appointments and notifying all who need to be aware
- Preparing notes for Doctor’s surgery and nursing appointments
- Updating and maintenance of records on ISAMs or similar such management system
- Responsibility for routine communication between the School and the Health Centre
- Development of IT Management System

Routine Duties

- Liaison with parents and School staff as required in order to co-ordinate appointments
- Arranging Health Centre drivers as required and managing the chaperone time sheet
- Confidential management of all documents in the Health Centre office
- Filing and photocopying
- Collection, sorting and posting of all Health Centre mail
- Accurate typing of any required correspondence, reports and documents for Health Centre staff
- Data Inputting and use of any School Management software.
- Stocking and printing of forms
- Circulation of notes and documents
- Become fully conversant with the School’s computerised administration systems and other computerised office software
- Use of office machinery, telephones, computers, fax and e-mail
- Carry out such other secretarial and administrative duties as are considered reasonable and in keeping with the role expected of your position.
- Liaising with NHS immunisation Team and parents regarding the childhood vaccination programme
- Collating of data and termly figures
- Organising and storing of former pupil notes
- Transport pupils to medical appointments should a chaperone not be available.

Person Specification

Attributes	Ess/Des
Qualifications	
Educated to SQA Higher or equivalent	E
Full UK Driving Licence (desirably with DI classification)	E
First Aid at Work	D
Experience	
Experience of working in an administrative role	E
Experience of working in a health care setting	D
Experience with databases and entering confidential information	D
Skills	
Excellent communication skills, particularly verbal	E
Excellent time management with the ability to prioritise workload	E
An ability to work on own initiative and to be flexible	E
Ability to work calmly under pressure	E
Personal characteristics	
Positive and enthusiastic	E
Stidious and vigilant with an eye for detail	E
Communicative with a willingness to share information	E
Punctual, reliable and trustworthy	E
Confident, friendly and approachable	E
A team player	E
Smart and professional appearance	E
An affiliation with the ethos and values of Strathallan School	E

Terms & Conditions

Hours of work:

25 hours per week; Monday term-time only for 34 weeks per year. Hours of work can be discussed at interview. The successful candidate will also be expected to work up to 6 Saturdays per year 0830 – 1230 to cover reception.

Remuneration

£13,045 per annum.

Other Info

- As the work is in a school context, any offer of employment will be subject to the receipt of two satisfactory professional references as well as clearance through Disclosure Scotland's PVG scheme.
- You should hold a valid full UK driving license and must be eligible to live and work in the UK.
- The closing date for this role is Sunday 28th September 2025 with interviews expected to be held shortly after.