



Post: School Secretary/Administrator
Start Date: January 2019
Contract type: Full Time
Salary: Dependent on experience

Hendon Preparatory School is a thriving co-educational Independent Day School in North London for children from 2 – 13 years. The School provides a warm and nurturing environment with excellent resources and a commitment to teamwork and the professional development of staff.

We are seeking an experienced School Secretary to ensure the smooth day-to-day running of the School Office, providing high quality, effective and efficient administrative support.

This is an important role in the school as it is the first point of contact for staff, parents and visitors. As the 'face' of the school the School Secretary should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same.

The successful candidate must display attention to detail, be articulate and be able to demonstrate high standards of presentation, both verbal and written to reflect the nature of the school.

If you would like to join our highly motivated and talented staff, we would be pleased to hear from you.

For further details please visit the following link on the Hendon Prep School website:

<https://www.hendonprep.co.uk/why-hendon-prep/job-vacancies/>

Please e-mail application forms with a supporting statement to:

nisha.nathwani@cognita.com

Please note that CVs alone will not be accepted

Closing date: **3rd January 2019**

Interview: **week commencing 7th January 2019**

Please note that CVs alone will not be accepted and we reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closed date.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.