



Shoreham
College

Candidate information for **School Secretary**

Closing Date: 3rd July 2026

A message from Sarah Bakhtiari

Shoreham College: Where Community Meets Opportunity

Choosing where to work isn't just about the role, it's about where you'll belong, grow, and make a difference. At Shoreham College we offer more than a workplace. We offer a community that values every individual, celebrates every success, and works together to shape bright futures.

Here, you'll find purpose, opportunity and people who believe in you as much as you believe in the pupils you support.

The quality of pupils' academic and other achievements is
EXCELLENT

Independent Schools Inspectorate 2023

Why Shoreham College?

- **A Community That Feels Like Home:** from the moment you arrive, you'll feel it. The warmth, the welcome, the sense of belonging. Our small, inclusive environment means you're never just a face in the crowd.
- **Your Growth, Our Priority:** we're as invested in your future as you are. Through personalised professional development and ongoing support, you'll build skills, confidence, and a career you're proud of.
- **Pupils at the Heart:** every decision, every action, every moment is about helping our pupils reach their full potential. Here, your work changes lives and you see the results every day.
- **Leaders Who Listen:** our leadership team leads with empathy, values your voice, and encourages new ideas. You won't just be heard; you'll be trusted to make an impact.
- **We welcome passionate people** who want to make a real difference. This is more than a job. This is your chance to grow, to belong, and to be part of something truly special.



Our School

Shoreham College offers all the advantages of an all-through integrated education. Children learn together and thrive in our welcoming community. We choose to be co-educational, teaching girls and boys together from the ages of 3 to 16, knowing that this better prepares our pupils for a world in which the sexes live and work alongside each other.

We recognise that every child has their own strengths and challenges, and we believe that by learning together in an inclusive and kind environment, our pupils learn to respect and value one another,

**Shoreham College is
what all schools
should be like.**

Year 9 pupil

irrespective of gender and other differences.

Shoreham College pupils benefit from excellent facilities, caring support staff, and specialist teachers. From a young age, our junior pupils gain from specialist senior resources as well as from regular interaction and friendship with older pupils. In turn, our senior pupils become leaders and role models to our youngest children. Our learning community enables each member to grow and flourish.

We offer a broad and balanced curriculum, designed to develop a range of transferable skills and talents and to appeal to every interest. As they progress through the school, our children benefit from



the continuity our integration provides and from being a valued individual within our community. Our knowledge of our pupils' needs and passions means these remain a focus, and as our attainment data shows, our children are protected from the attainment dip that too often characterises the move from KS2 to KS3. Smooth transition between year groups and key stages ensures pupils maintain and build on their progress without interruption.



Why work with us?

Shoreham College is a small, inclusive school where strong connections are built and collaboration is at the heart of everything we do. Staff often say that working here feels like being part of one big family

Wonderful location, a few minutes from the sea and a short drive to the Sussex Downs. The City of Brighton is just 20 minutes away and the beaches of Hove less than 10.

The setting is stunning and the grounds are beautifully maintained, a truly nurturing place to work.

You will find welcoming, friendly and supportive colleagues.

Leaders are approachable and we listen, wellbeing is at the heart of everything we do.



Job title: School Secretary

Reporting to: General Manager

Salary: TBC

We require the post holder to be able to work 8.15am to 5.15pm during term time and during the final week of the published summer holidays. 9.00am to 2.00pm at all other times during published College holidays. Occasionally there may be a need to work a slightly longer day, to attend open events, College functions and in-service training days in the school holidays. The additional hours, including holiday pay, is included in the 42 weeks paid employment per year.

Main purpose: The successful candidate will be the first point of contact for parents, pupils and visitors to the College. They will have excellent communication and interpersonal skills and be able to create the warm, welcoming atmosphere that lies at the heart of our community. We are looking for a highly professional and approachable individual who enjoys working with people and takes pride in providing an excellent service.

Duties and Responsibilities

- To provide high quality administrative support to ensure the effective and efficient running of the College Office.
- To act as a first point of contact for parents, pupils, staff and visitors, responding to enquiries in person, by telephone, email and post, providing advice and guidance where appropriate and directing queries to the relevant member of staff.
- To greet all visitors professionally and warmly, ensuring that safeguarding and visitor procedures are followed at all times and escorting visitors as required.
- To ensure that all correspondence, telephone calls and enquiries are dealt with promptly, accurately and efficiently.
- To maintain pupil records and school information using the College's management information systems.
- To maintain pupil attendance registers and ensure attendance records are accurate and up to date.
- To prepare sports fixture information, working closely with the PE Department to ensure timely and accurate communication with pupils, parents and staff.
- To provide administrative support for end of day arrangements, including issuing 4.00pm passes where these have not already been distributed by pastoral staff or form tutors, and minibus registers.
- To assist with educational visit administration by liaising with staff and creating coach bookings and parental communications.
- To ensure the parent bulletin is completed by all stakeholders and is sent on time each week.
- To support the wider administrative needs of the College and undertake any other duties reasonably required by the College.

Essential Requirements

KNOWLEDGE, SKILLS AND ABILITIES

Essential

- Excellent communication and interpersonal skills, with the ability to build positive relationships with parents, pupils, staff and visitors.
- Strong organisational skills and attention to detail.
- Excellent IT skills, together with a high standard of literacy and numeracy.
- A professional, approachable and welcoming manner.

- The ability to work efficiently in a busy environment, managing competing priorities and deadlines.
- The ability to handle confidential and sensitive information with discretion.
- A flexible, proactive and enthusiastic approach to work.

Desirable

- Experience of working in a busy administrative office.
- Experience of working within an educational setting.

Benefits

Contributory Pension Scheme

Free dining and refreshments (in term time)

Remission of fees, in line with the School Fees Discount Policy

Free onsite parking (subject to availability)

Employee assistance programme

Professional development opportunities

Staff activities offered throughout the year including swimming, fitness, and yoga (subject to demand)

How to Apply

Application forms should be returned to:

The HR Officer
Shoreham College
St. Julian's Lane
Shoreham-By-Sea
West Sussex
BN43 6YW

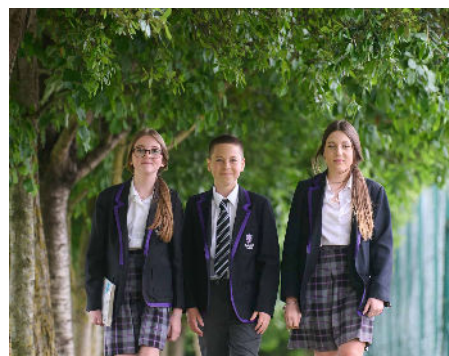
info@shorehamcollege.co.uk

Completed application form and covering letter must be received by:
03/07/26

Interview date:
Week commencing 06/07/26

Pupils' knowledge, skills and understanding across different areas of learning are excellent

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Safeguarding and Equal Opportunities

Shoreham College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

We will process your data for recruitment purposes only. If you are unsuccessful in your application, we will keep your data on our systems for 6 months in case any similar future roles become available. If you have any objections to us storing your data for this purpose please email data@shorehamcollege.co.uk.

For further information about our compliance with GDPR please see our privacy notice.



I think the College is
an amazing school
made extraordinary by
the staff.

Parent



The sense of
community amongst
the children sets it
apart from other
schools

Parent

