



BEESTON HALL SCHOOL

## **SCHOOL SECRETARY Required for June 2025**

This is an exciting time of growth for the school. We seek a friendly, efficient and flexible person with excellent ICT, administrative, organisational and interpersonal skills for a busy school office, to join our friendly team.

This role is a full time (44 weeks), permanent post, with 8 weeks annual holiday, to be agreed and taken during the school holidays.

Term time hours are 8.15 am – 5.00 pm (Monday to Friday) with a rota to cover occasional Saturday mornings (term-time only) 8.30 am to 12.30 pm. Role to start in June 2025 or earlier, if available.

Experience of working in a school is desirable – efficiency essential.  
Salary commensurate with experience and local comparatives.

Beeston Hall School is an independent, co-educational boarding and day preparatory school for children aged 4-13, with a new Pre-Prep department, situated on the beautiful North Norfolk coast.

Application form and job description can be downloaded from the school's website or Mrs V Farnell on 01263 837324 or e-mail [vfarnell@beestonhallpst.org](mailto:vfarnell@beestonhallpst.org), for details of this post.

Closing date for receipt of applications: **5pm Wednesday 14th May 2025**  
Interviews during the week commencing: **19th May 2025**

*Beeston Hall is part of the Prep Schools Trust, Abingdon, OX13 6JL. Registered Company No. 961616. Registered Charity No. 309639 and is committed to safeguarding and promoting the welfare of children and young people. and expects all staff and volunteers to share in this commitment. Beeston Hall is an equal opportunities employer and accepts applications from all sectors of the community. The successful applicant will be subject to an Enhanced Disclosure via the Disclosure and Barring Service.*