



**Bretforton**  
Village School  
Learning at its Heart

SCHOOL SECRETARY  
VACANCY  
AT BRETFORTON VILLAGE SCHOOL

Commencing November 2025



# INFORMATION FOR CANDIDATES

## The Advertisement

### School Secretary - Bretforton Village School

Full Time (34 hours per week) Permanent Position

Salary: Grade 4; Scale Points 7 - 11 (£20,711 - £22,076 per annum)

Term Time Only Plus Insets and 5 days during school holidays

Monday - Thursday 8.30am - 4.30pm (1 hour lunchbreak)

Friday 8.30am - 3.30pm (1 hour lunchbreak)

**Required to start November 2025**

You are invited to join this delightful village school, working within a successful Multi Academy Trust. Set within a picturesque Cotswold village at the heart of the community, Bretforton is a popular, forward-thinking school with happy children, a strong teaching team and excellent facilities. We would encourage you to look at our website to find out more about us at [www.bretfortonvillageschool.co.uk](http://www.bretfortonvillageschool.co.uk)

We are looking to appoint an experienced, capable and efficient Secretary to be part of our wonderful staff team. You must be up to date and proficient in all office skills with experience of working in a busy education environment. The successful candidate will be responsible for overseeing day to day systems essential to the running of the school office and will undertake a range of duties including letters, payments, enquiries and answering calls, as well as dealing sensitively with a wide range of issues from children, parents and outside agencies.

This post will also include supporting our after-school club between 3.15pm and 4.30pm when needed.

You will need:

- Excellent IT and interpersonal skills
- Good knowledge of Word, Excel and Google G-Suite
- Good problem solving skills, an unwavering commitment to customer satisfaction and a can-do attitude
- Previous relevant experience in a front-facing office environment
- Experience of using social media to communicate with parents and carers desirable
- Ability to multi-task under pressure and work to deadlines
- Experience of School MIS (e.g. Arbor) and payment systems (e.g. ParentPay) preferred
- First aid qualification or a willingness to undertake first aid training
- Other necessary qualities include confidentiality, being able to work on your own initiative, a willingness to support other members of staff and go the extra mile.

New Education Trust is committed to safeguarding children and promoting the welfare of all children and young people and expects all staff to share this commitment. Online checks will be conducted on all shortlisted applicants, and all successful candidates will be subject to a Disclosure and Barring Service (DBS) enhanced check.

To apply for this position, please download and fully complete a MAT application form from the Vacancies section of our website [www.bretfortonvillageschool.co.uk/vacancies](http://www.bretfortonvillageschool.co.uk/vacancies) or from [www.bengeworthacademy.co.uk/vacancies](http://www.bengeworthacademy.co.uk/vacancies) and return via email to [vacancies@bengeworth.worcs.sch.uk](mailto:vacancies@bengeworth.worcs.sch.uk) before the closing date.

**Closing and Shortlisting Date:** 9am Monday 20th October 2025

**Interviews:** Week commencing 3rd November 2025 - to be confirmed with shortlisted candidates



RESPECT



PERSEVERANCE



FRIENDSHIP



RESPONSIBILITY



TRUST



FORGIVENESS

# ABOUT NEW EDUCATION TRUST

New Education Trust is a small MAT currently made up of three schools, Bengeworth CE Academy, Bretforton Village School and Church Lench CE First School. The Trust is committed to the ongoing effectiveness of schools to provide the best possible education for their pupils through the collaborative development of culture, opportunities, relationships and experiences.

## New Education Trust Staff Team

The Trust leadership team is made up of the CEO, the MAT Business Manager, Headteachers of all settings and a Director of Inclusion whose work extends across the MAT and beyond.

At both settings, support professionals, catering, administration and site maintenance teams provide outstanding support for teaching staff to ensure that the additional needs of children can be met and rapid progress made. All staff are friendly, hardworking and committed.

## About the Post

We currently have a position available within the Trust for a Secretary based at Bretforton Village School.

## A Message from the Chair of Trustees

Thank you for the interest you have shown in the above vacancy that has arisen within our Multi Academy Trust. I hope that, after reading this information pack, you will feel able to visit our school and apply for a post. The school website is worth visiting as it gives a good flavour of the school.

<https://bretfortonvillageschool.co.uk/>

This is an exciting time for New Education Trust as we are looking forward to welcoming a new Secretary into the Trust to join our strong, friendly and dedicated staff and enthusiastic, confident children.

I look forward to receiving your application.

Yours sincerely

*Andy Martyr-Icke*

Chair of Trustees

## What to do next

We would encourage you to view our school websites to get a flavour of the schools in our Trust;

[www.bretfortonvillageschool.co.uk](http://www.bretfortonvillageschool.co.uk)

[www.bengeworthacademy.co.uk](http://www.bengeworthacademy.co.uk)

[www.churchlench.worcs.sch.uk](http://www.churchlench.worcs.sch.uk)

Send a completed application form, complete with a letter of application, to our HR Administrator via email to [vacancies@bengeworth.worcs.sch.uk](mailto:vacancies@bengeworth.worcs.sch.uk) or by post.

**Closing Date:** 9am, Monday 20th October 2025

# JOB DESCRIPTION

**Job Title:** Secretary

**Responsible to:** Headteacher

**Grade:** NJC Scale 4 Points 7 - 11

**Contract Type:** Permanent Support Staff Contract from November 2025

**Overall Purpose of this post:**

To organise and provide school administrative and financial support services to ensure the efficient day-to-day operation of the school.

**Main responsibilities:**

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

**Person Specification:**

You will need:

- Excellent IT and interpersonal skills
- Good knowledge of Word, Excel and Google G-Suite
- Good problem solving skills, an unwavering commitment to customer satisfaction and a can-do attitude
- Previous relevant experience in a front-facing office environment
- Experience of using social media to communicate with parents and carers desirable
- Ability to multi-task under pressure and work to deadlines
- Experience of School MIS (e.g. Scholarpack) and payment systems (e.g. ParentPay) preferred
- First aid qualification or a willingness to undertake first aid training
- Other necessary qualities include confidentiality, being able to work on your own initiative, a willingness to support other members of staff and go the extra mile.

**Job Description:**

As a Secretary you will be carrying out the following duties:

- Answering all calls in a professional manner and communicating messages promptly
- Ensuring all guests are welcomed in a friendly manner
- Handling all enquiries in person, via email and telephone
- Providing support to staff, parents and children
- Ensuring the smooth running of the office/reception area
- A range of administrative duties including emails and communications such as letters to parents
- Support with diary management, arranging meetings, minute taking when required
- Support for classes and year groups and administration for clubs, trips and events, including payments
- Purchase Orders and supplies, in liaison with the MAT finance team
- Handling other administrative duties for the school as and when required
- Maintaining confidentiality at all times for sensitive documents and phone calls
- Supporting after-school club between 3.15pm and 4.30pm when needed

## Person Specification - Secretary

	Essential	Desirable
<b>Qualifications</b> Evidence of:	<ul style="list-style-type: none"> <li>- GCSE Maths and English at Grade 4/ C and above</li> <li>- Relevant Level 2 qualifications in Administration or Finance</li> </ul>	<ul style="list-style-type: none"> <li>- Current First Aid qualification</li> <li>- Relevant Level 3 Qualifications in Administration or Finance</li> </ul>
<b>Experience</b> Demonstrate experience of:	<ul style="list-style-type: none"> <li>- Good knowledge of Word, Excel and Google Suite</li> <li>- Good problem-solving skills, an unwavering commitment to customer satisfaction and a can-do attitude</li> <li>- Previous relevant experience (not necessarily school based) in a front-facing office environment</li> <li>- Ability to multitask under pressure and work to deadlines</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of School MIS (e.g. Scholarpack/Arbor) and payment systems (e.g. ParentPay)</li> <li>- Experience of using social media to communicate with parents and carers</li> </ul>
<b>Knowledge and understanding</b> Show an understanding of:	<ul style="list-style-type: none"> <li>- Confidentiality / GDPR</li> <li>- Understand basic health and safety requirements</li> <li>- Show an understanding of child protection and recognise behaviour which may indicate a child protection or safeguarding concern</li> </ul>	
<b>Skills</b> Demonstrate the ability to:	<ul style="list-style-type: none"> <li>- Work as part of a group and individually</li> <li>- Inspire trust and confidence in children</li> <li>- Encourage high standards of pupil behaviour at all times</li> <li>- Liaise with colleagues and other staff in a professional manner</li> <li>- observe the boundaries of the role and respect confidential information</li> <li>- Remain calm under pressure</li> </ul>	
<b>Personal Characteristics</b> As a professional, show that you are:	<ul style="list-style-type: none"> <li>- Enthusiastic</li> <li>- Calm under pressure</li> <li>- Empathetic</li> <li>- Well - organised</li> <li>- Reliable</li> <li>- Able to communicate with staff and children</li> <li>- Resourceful</li> <li>- Adaptable</li> </ul>	