



Skippers Hill Manor  
Preparatory School

**School Secretary & Reception**



# Welcome Message

Thank you very much for taking the time to look at this opportunity. This is a vital position within Skippers Hill, a role where you can make a significant difference to the day to day experiences of our pupils, parents and staff.

We are a warm and nurturing learning environment, and also one that is academically ambitious and aspirational for all our children as our aim is for all to flourish here. This aim is also for our staff, supporting their development in all areas.

Here at Skippers we can promise you a supportive and encouraging environment. The school prides itself on our welcoming and inclusive staff community, which we hope you will be a part of too.

We hope you will consider coming to join us.

**Phillip Makhouli**  
Headmaster



**“The quality of pupils’  
academic and other  
achievements is excellent”**

**“The quality of pupils’ personal  
development is excellent”**

**“Pupils develop a strong  
understanding of their social  
responsibilities and contribute  
most effectively to the welfare  
of their peers”**

*ISI Inspection*

# WHY SKIPPERS?

Skippers Hill is a non-selective co-educational independent preparatory school for pupils aged two to thirteen, set in 22 acres of beautiful Wealden countryside in the village of Five Ashes, Mayfield in Sussex. An easy commute to busy towns such Tunbridge Wells and Eastbourne, where a number of our staff are based.

The children here are at the heart of the school and ensuring their happiness and wellbeing is key. The high academic achievement, broad range of talents and impressive social confidence that the children show year after year is embedded in our core ethos.

We are proud of our academic results, with children consistently performing above national and local averages at every stage of their education. For a non-selective school, we have an excellent reputation for gaining significant numbers of scholarships for entry to top senior schools at 13+ across a range of disciplines. The school has strong, long-standing relationships with the senior schools in the area and Skippers children are highly sought-after for their sound academic grounding, strong sense of community spirit and overall zest for life.

# WHY SKIPPERS?

An excellent team of specialist staff provide exciting opportunities for our children to achieve to the best of their abilities in all areas. Whether they thrive on academic challenge, feel a burning desire to perform, are bursting with creative spirit or cannot wait to hit the sports field, the children are encouraged to make the most of every opportunity here. Our extra-curricular provision is consistently at a high level and this can be seen in our sporting results, work produced in Art and DT as well as our performances in Drama and Music, consistently securing outstanding results in LAMDA and ABRSM examinations.

Professional development is a key aspect of fulfilment at work that we at Skippers take very seriously – everyone must access qualifications and professional development to support their career. In addition to the opportunities, we are able to provide here at Skippers we are also part of a wider group of schools through Bellevue Education, a world-class group of 21 schools providing the highest possible education to children and students aged from 1-19 years.



# Key Aspects of The Role

# 01.

## Reception and Electronic Registration

- At 'front of house' liaising with parents both by telephone and in person
- Take and distribute messages, ensure all urgent/important information is communicated effectively to relevant staff
- Oversight and management of morning and afternoon registration and liaison with parents of missing pupils
- Receive information from school staff about lesson registration support to locate children when necessary

## 02. School Support

- Support the Senior Leadership team with the set up and administration of after school clubs throughout the year
- Manage club bookings and respond to queries from parents
- Supervise and escort pupils, when needed, who arrive late to school or who are waiting to be collected
- Manage visitors and escort them to locations around the school when needed
- Day to day administrative support to staff as required
- Support with the admin for school events
- Preparing resources for celebration events including Prize Giving and sports day



# Person Specification

	Essential	Desired
Dynamism with the ability to use initiative and be decisive.	✓	
Flexible in approach with the ability to perform well in a team at levels in the school.	✓	
Good ICT skills with competent and accurate typing ability	✓	
A good communicator both in writing and orally	✓	
Maintain an appropriate standard of discretion and confidentiality	✓	
Inspired by the school's aims and values with commitment to promote and model these behaviors and values	✓	
Experience of working in an office		✓
Experience of working in a school environment		✓

# Role Overview

Reporting to:	Headmaster
Salary:	Competitive
Hours per week:	3 days: 8.00am to 5.00pm
Contract type:	Permanent
Start Date	January 2023



The successful candidate will be eligible for the following benefits upon commencement of employment:

- Professional development and ongoing CPD through internal and external training.
- Further CPD opportunities being part of Bellevue Education Group.
- Staff benefit from a fee remission for their own children at Skippers.
- Free school lunches and parking
- Stunning location and wonderful colleagues!

# How to make an application

Skippers is committed to safeguarding all pupils and students. All offers of employment are conditional and appointments are subject to the receipt of two satisfactory references, in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

Applications should be received no later than midday on:

**Friday 2nd December**

Interviews will take place the week commencing:

**Monday 5th December**

Please submit a completed application form. For further information please email:  
[office@skippershill.com](mailto:office@skippershill.com).

All terms and conditions can be discussed at interview.

**Contact us:**  
**Skippers Hill Manor Preparatory School,**  
**Five Ashes,**  
**Mayfield,**  
**East Sussex.**  
**TN20 6HR**

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