



Junior School Secretary and First Aid Officer

To start November 2026



The Junior School

I am delighted that you are considering joining the Royal Russell community. Royal Russell is different by design. We are a family school which means we value the things which make each of us distinctively brilliant. Our commitment to each other is to help every member of our community strive for their vision of success. Our happy, vibrant and ambitious community provides our families with an exceptional educational experience; with the pupil right at the heart.

We are a community that values the holistic development of the whole child. Our rigorous teaching and learning provides challenge for all pupils, stimulating their curiosity and academic development. Our specialist teaching that runs across the Junior School ensures that our educational offering is broad, deep and authentic. Children excel in the core academic subjects of English, Maths and Science. They enjoy a rich and broad range of learning in the arts, sciences, physical education and learning beyond the classroom.

We are proud of the success that we have in supporting our young people's wellbeing and nurturing their emotional development. Partnership with our families is key and we build on our excellent relationships with parents by welcoming them into school to be active participants in their children's journey. We are delighted to offer an inspirational range of character developing co-curricular activities and we encourage colleagues to be involved in celebrating their interests and passions.

We have a strong commitment to providing high quality training and development for all staff and being proactive in our drive to support the wellbeing of our entire community.

I am proud to lead such a successful and well-regarded School and to work with an amazing team of teaching and support staff. I look forward to receiving and reading your application with great interest.

John Evans
Junior School Headmaster





Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme.

Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Junior School Secretary and First Aid Officer

This is an excellent opportunity for an experienced and enthusiastic person to provide a professional, efficient and welcoming administrative, secretarial and reception service within the Junior School. The postholder will be a key point of contact for pupils, parents, staff and visitors, supporting the smooth day-to-day operation of the School Office while helping to ensure high standards of communication, organisation and customer service.

The role also includes responsibility for providing first aid and welfare support to pupils, maintaining accurate records and contributing to the wellbeing, safeguarding and pastoral care of children within the Junior School.

Working hours: 10:00 to 18:00, Monday to Friday
37.5 hours per week

Working weeks: Term time, 36 weeks (including inset days)
plus an additional 5 days to be worked during school holiday periods

Salary: Competitive, depending on experience

Applications: Forms can be found on our website
To be received at hr@royalrussell.co.uk
by 09:00 on Monday, 5th October 2026

Interviews: Will be held the same week

*We reserve the right to interview at any point during the recruitment process so early applications are encouraged. If you have not heard from us by **9th October**, you should presume that you have not been successful on this occasion.*



Key Responsibilities

Reports to: Junior School Headmaster's PA

Purpose of the role

To provide a professional, efficient and welcoming administrative, secretarial and reception service within the Junior School. The postholder will be a key point of contact for pupils, parents, staff and visitors, supporting the smooth day-to-day operation of the School Office while helping to ensure high standards of communication, organisation and customer service.

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Main Duties and responsibilities:

- Act as the first point of contact for pupils, parents, staff and visitors to the Junior School.
- Manage incoming telephone calls, emails and enquiries, responding appropriately or referring matters to the relevant member of staff.
- Welcome visitors and contractors, ensuring safeguarding and visitor management procedures are followed.
- Maintain visitor records and issue identification in accordance with School procedures.
- Ensure reception and office areas are organised, welcoming and professionally presented.
- Receive, sort and distribute mail, deliveries and courier packages.
- Provide administrative and secretarial support to the Junior School Leadership Team and teaching staff.
- Monitor office supplies and stationery and arrange orders as required.
- Build positive and professional relationships with pupils, parents, colleagues and visitors, providing an excellent standard of customer service.

School Systems, Records and Activities:

- Maintain and update information across School systems, including iSAMS, Involve and other designated platforms.
- Ensure pupil, parent and staff records are accurate, complete and up to date.
- Support the administration of electronic forms, permissions and consents, including Annual Trip Consent and Additional Information Forms.
- Support the administration and organisation of educational visits, residential trips and off-site activities.
- Monitor Crèche registers and submit termly billing to the Finance Department.
- Administer Clubs, Prep and Tea provision, maintaining registers and communicating updates to parents and staff.
- Assist with pupil arrivals, departures, appointments and early collections as required.
- Support the preparation and distribution of communications to parents through approved School communication channels.



Key Responsibilities cont'd

First Aid and Pupil Welfare:

- Provide first aid support to pupils in accordance with School policies, procedures and training.
- Assess pupils presenting with minor illness or injury and determine the appropriate course of action.
- Liaise with parents, teaching staff and the School Health & Wellbeing Centre regarding pupil welfare and medical concerns.
- Maintain accurate records of accidents, incidents and treatments administered.
- Produce and maintain pupil lists for asthma inhalers and adrenaline auto-injectors.
- Assist with the management and monitoring of emergency medication and medical provisions.
- Ensure first aid supplies and equipment are adequately stocked and maintained.
- Promote pupil wellbeing and support the School's duty of care towards all pupils.

Event and Operational Support:

- Provide administrative support for School events, performances, parent functions, Open Days, Royal Russell Day and other key occasions.
- Report maintenance, grounds and facilities issues through the appropriate channels and monitor progress as required.
- Contribute positively to the wider life of the School and help maintain a safe, organised and welcoming environment for pupils, staff and visitors.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

General Responsibilities:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Adhere to all School policies and procedures, including those relating to safeguarding, child protection, health and safety, data protection and equal opportunities.
- Maintain high standards of professionalism, confidentiality and integrity.
- Foster positive working relationships with pupils, parents, colleagues and visitors.
- Attend training, staff meetings, INSET days and professional development activities as required.
- Support School events and activities as required, including Open Day and Royal Russell Day.
- Work collaboratively with colleagues and provide support during periods of increased workload.
- Display staff identification whilst on School premises.



Person Specification

Education and Qualifications

Essential:

- GCSE in Maths and English at Level 4 or above, or equivalent
- A commitment to continuing professional development

Knowledge and Skills

Essential:

- Proficient on Microsoft office packages, Word, Excel, PowerPoint, Publisher and Microsoft Outlook etc (training will be given on in-house packages)
- A trained first aider, or the willingness to undertake first aid training (both workplace and paediatric)
- Good organisational skills, coupled with an ability to work on own initiative.
- Accurate, with a keen eye for detail, able to consistently enter data and information accurately.
- Able to work on own initiative to a high standard and to deadlines

Experience

Essential:

- Proven high-level secretarial and administration experience in a professional environment.
- Experience of working in a high-volume environment and ability to prioritise work from a number of different staff

Personal competencies and qualities

Essential:

- Excellent interpersonal and communication skills able to foster good working relationships with staff, suppliers, contractors, pupils and parents.
- Energetic and enthusiastic
- Willing and flexible to assist with peaks in workloads.
- A full appreciation of the need for discretion and confidentiality
- Presentable and comfortable in a “front of house” role with a warm, friendly and professional manner (welcoming visitors, meet and greet) and with excellent customer service skills in person or on the telephone

Other requirements

Essential:

- Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults.
- Flexible approach to working hours.



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astroturf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



Royal
Russell

www.royalrussell.co.uk

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