



FRANCIS HOLLAND SCHOOL
SLOANE SQUARE

39 Graham Terrace

020 7730 2971

GSA 540 girls (4-18)

SCHOOL SECRETARY

Maternity Cover from 19th February 2018

This is an exciting opportunity for a dynamic self-starter who is prepared to rise to the challenges of a busy school office where no two days are the same. You will have a warm, cheerful manner, a love of children and an enthusiasm for working with people.

Francis Holland Trust has its own generous salary scale with season ticket loan available.

Completed applications should be emailed to jobs@fhs-sw1.org.uk. Early application is advised. Applications will be assessed in order of receipt, and interviews may occur at any stage after applications are received.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and the Criminal Records Bureau.