



**JOB PROFILE**

**ADMINISTRATOR TO THE DFO & LEADERSHIP TEAM**

**Luckley**  
HOUSE SCHOOL

# WELCOME



Thank you for the interest you have shown in joining Luckley House School as Administrator to the DFO & Leadership Team.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 375 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities.

Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

We are seeking a proactive and experienced administrator to provide support to the Director of Finance and Operations (DFO) in his role as Clerk to the Governors and to the wider Leadership Team.

The ideal candidate will have substantial experience as an administrator at a senior level, excellent written and oral communication skills and meticulous attention to detail. Previous experience of organising meetings and diary management is essential.

I am delighted that you are considering applying for this role and hope that you feel inspired to submit an application.

I look forward to hearing from you.

**Mrs Claire Gilding-Brant**  
**Interim Headmistress**



# ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.



The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School is at its full capacity of 380 students and has been given for approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



# THE ROLE

**JOB TITLE:** Secretary to the DFO & Leadership Team

**JOB PURPOSE:** To provide administrative support to the Director of Finance & Operations (DFO) in their role as Clerk to the Governors and to provide administrative support to the wider Leadership Team.

**ACCOUNTABILITY:** To the Director of Finance & Operations (DFO)

**TO START:** November 2025

**TERMS:** Part time, permanent.

**HOURS:** 35 hours per week  
09:00-17:00 Monday to Friday  
38 weeks per year.

**SALARY:** £22,703 per annum (£26,831 FTE)

**CLOSING DATE:** Monday 13 October 2025 (noon)

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

## KEY RESPONSIBILITIES

**You will be supporting the Director of Finance and Operations (DFO) in their role as Clerk to the Governors with the following tasks:**

### Meetings of the Governing Body

1. Work effectively with the Clerk to the Governors before all Governing Body meetings/sub-committee meetings to prepare a purposeful agenda.
2. Encourage the Clerk to the Governors to produce agenda papers on time.
3. Produce, collate and distribute the agenda and papers to ensure Governors receive them within the agreed timescale.
4. Create and maintain the action tracker from all Governing Body and sub-committee meetings.
5. Distribute the minutes, prepared by the Minutes Secretary, to all Governors within the agreed timescale.
6. Advise Governors and co-opted Committee Members of the dates of meetings for the year.

7. Organise arrangements for meetings (including rooms, catering, IT, remote access etc).
8. Assist the Clerk to the Governors with the arrangements for any panels that may from time to time be required to hear appeals or deal with complaints or grievances.

### Membership of the Governing Body

1. Maintain a database of names, addresses and category of Governing Body members, and their term of office.
2. Initiate and develop a welcome pack/letter to be sent to newly appointed Governors, including details of terms of office.
3. Conduct all appropriate safer recruitment checks for Governors in conjunction with Clerk to the Governors and Director of HR.

### Induction of new Governors and training of Governors

1. Assist the Clerk to the Governors with establishing an induction programme for new Governors liaising with HR as required.
2. Ensure Governors are provided with opportunities to attend appropriate courses.
3. Act as focal point between the Governors and



AGBIS, ensuring they are alerted to appropriate information, courses, conferences etc.

4. Organise agreed and appropriate training for all Governors as directed by the Clerk to the Governors and record such training.
5. Act as point of contact between Governors and the IT Department to set up and maintain email accounts and remote access to Governor areas of the School's electronic systems.

#### Other Duties

1. Maintain the register of Governors, skills, training and other records and support the Clerk to the Governors in carrying out regular reviews.
2. Maintain archive materials.
3. Prepare briefing papers for the Governing Body, as necessary.
4. Maintain Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items.
5. Ensure Governors are made aware of all major school events and are invited to attend.

#### Administrative support to the Leadership Team

1. Provide administrative support to the leadership team as and when required, including managing safeguarding information and minuting safeguarding meetings.
2. Facilitate the letting of School buildings.
3. Support the Head's PA with the arrangements for end of term assemblies.

#### School Office

To provide support in the School Office one day a week and to provide cover in the absence of the School secretary.

## PERSON SPECIFICATION

ESSENTIAL      DESIRABLE

QUALIFICATIONS		
A solid educational background, at least up to A level or equivalent.	✓	
Educated to degree level or an equivalent professional qualification.		✓
SKILLS		
Excellent written and oral communication skills and meticulous attention to detail.	✓	
Highly organised and efficient with the ability to work to tight deadlines.	✓	
Proficient in the use of MS Office.	✓	
Able to work accurately with a strong attention to detail.	✓	
PERSONAL QUALITIES/DISPOSITION		
Able to work well both independently and as part of a team.	✓	
A proactive attitude and ability to use own initiative.	✓	
Discreet and able to maintain confidentiality.	✓	
A flexible approach to working hours and duties.	✓	
BACKGROUND/EXPERIENCE		
Experience of organising meetings.	✓	
Evidence of substantial experience as an administrator at senior level.	✓	
Experience of diary management.	✓	
Experience of working in a school environment.		✓
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A strong commitment to the principles of equality, diversity, and inclusion.	✓	
Empathy with the Christian ethos of the School.	✓	

# STAFF BENEFITS



## PLACE OF WORK

Luckley House School, Wokingham; a historic market town with vibrant centre and great transport links



## GYM

Free use of the School gym.



## EMPLOYEE ASSISTANCE PROGRAMME

Confidential independent support service for all staff.



## PARKING

Free on-site parking.



## FEE REMISSION

Fee concession of 25% for all staff (pro rata if part time).



## PENSION SCHEME

Contributory pension scheme through APTIS with generous employer's contribution



## DEATH IN SERVICE

If an employee dies while in service, a lump sum of four times their salary is paid.



## ELECTRIC CHARGING POINTS

These are located on-site in designated parking bays.



## STAFF SOCIALS

The School holds a Staff Social at the end of each term and all staff are invited to attend.



## WELLBEING

The School holds an annual well-being afternoon.



## HEALTH CENTRE

All staff can access the Health Centre for urgent medical issues.



## FLU VACCINE

All staff are entitled to one free flu vaccine every year.



## PROFESSIONAL DEVELOPMENT

The School has a dedicated training budget for all staff.



## HALF-TERM HERO

Staff can nominate a colleague for a prize draw at the end of each half-term



## MEALS & SNACKS

Free lunches and refreshments during term time.



## HOW TO APPLY

For further details please contact please contact HR on 0118 974 3207 or 0118 974 3223 or via email [Recruitment@luckleyhouseschool.org](mailto:Recruitment@luckleyhouseschool.org)

An application form is available on the School's website ([www.luckleyhouseschool.org](http://www.luckleyhouseschool.org))

**Closing date: Monday 13 October 2025 (noon)**

We reserve the right to interview and appoint before the closing date.



PINK  
DEPUTY  
FORM CAPTAIN  
ART SCHOLAR  
L  
HOL

Luckley  
HOUSE SCHOOL

