

A black and white photograph of three students in school uniforms walking outdoors. On the left, a boy in a suit and tie with a backpack. In the middle, a boy in a suit and glasses. On the right, a girl in a blazer and plaid skirt. They are all smiling and looking towards the camera. The background shows trees and a building.

## **JOB PROFILE**

## **SECRETARY TO THE BOARD OF GOVERNORS & ADMINISTRATOR**

**Luckley**  
HOUSE SCHOOL



# WELCOME



Thank you for the interest you have shown in joining Luckley House School as Secretary to the Board of Governors & Administrator.

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.

The Board of Governors, in collaboration with the School's Leadership Team, oversees the well-being of the School. They make or approve strategic and financial decisions, plan for the School's development, and monitor

its finances. Governors act as both directors and trustees of Luckley House School Ltd and are legally responsible for ensuring the School meets its charitable objectives, serves the public benefit, and operates within the framework of a limited company.

We are seeking an experienced administrator to provide support to the Governing Body and Leadership Team at Luckley House School.

The ideal candidate will have substantial experience as an administrator at a senior level and excellent written and oral communication skills and meticulous attention to detail. Previous experience of organising meetings and taking minutes 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**  
**Headmistress (Interim)**



# 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 Board of Governors & Administrator

**JOB PURPOSE:** Working effectively with the Chair of Governors, Governors, Bursar and the Headmistress, the Secretary will be responsible for all administrative functions connected with the Board of Governors. He/she will secure the continuity of Governing Body business and observe confidentiality requirements. He/She will also provide administrative support to the Leadership Team.

**ACCOUNTABILITY:** To the Board of Governors  
(Line Manager: Clerk to the Governors)

**TO START:** November 2025

**TERMS:** Part time, permanent.

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

(The role also involves some evening and weekend work to attend and minute meetings of the Governing Body).

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

**CLOSING DATE:** Friday 26 September 2025 (noon)

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

## KEY RESPONSIBILITIES

### Meetings

**To support the Governing Body and provide effective administration of meetings (currently this includes the Full Board, Business Committee, Education Committee, and Strategic Planning Day)**

1. Attend Governing Body meetings and prepare minutes of all meetings, indicating agreed action points and who is responsible for those. There will be at least three Governing Body meetings per term that will be held either on site or remotely and sometimes in the evenings or at weekends. (The Strategic Planning Day is usually held on a Saturday in the autumn term.)
2. Work effectively with the Chair of Governors and the Headmistress before all Governing Body meetings/sub-committee meetings to prepare a purposeful agenda taking account of issues and focusing on school improvement.
3. Encourage the Chair to produce agenda papers on time.
4. Produce, collate and distribute the agenda and papers to ensure Governors receive them within the agreed timescale.
5. Record the attendance of Governors at meetings and take action regarding absences.
6. Record all decisions accurately and objectively with timescales for action.
7. Submit all draft documents to the Chair/Committee Chair and Headmistress for amendment/approval.
8. Issue the approved draft to all Governors within the agreed timescale.
9. Advise Governors and co-opted Committee Members of the dates of meetings for the year.

10. Keep a record of minutes produced.
11. Liaise with the Chair/Headmistress/Bursar prior to each meeting to receive an update on progress of agreed actions.
12. Organise and maintain arrangements for meetings (including rooms, catering, IT, remote access etc).
13. Organise and make appropriate arrangements for the establishment of any panels that may from time to time be required to hear appeals or deal with complaints or grievances.

### Membership

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. Maintain Governor meeting attendance records.
4. Conduct all appropriate safer recruitment checks for Governors in conjunction with the Director of HR.

### Induction of new Governors and training of Governors

1. Ensure an induction programme is in place for new Governors liaising with HR and the Bursar 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 agreed by the Governing Body and record such training.
5. Act as point of contact between Governors and IT Department to set up and maintain email accounts and remote access to Governor areas of the School's electronic systems.

## Advice and information

Maintain records of Governing Body correspondence.

## Other Duties

1. Maintain the register of Governors, skills, training and other records and support the Board 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.
6. Facilitating the letting of School buildings.

## Administrative support to the Leadership Team

Provide administrative support to the leadership team as and when required, including managing safeguarding information and minuting safeguarding meetings.

## School Office

To provide support in the School Office one day a week and to 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 and taking minutes.	✓	
Evidence of substantial experience as an administrator at a 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.



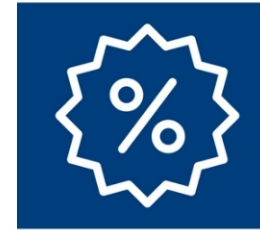
## EMPLOYEE ASSISTANCE PROGRAMME

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))

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