



Registrar & Head's PA

Candidate Information

Required immediately

The Granville is an IAPS
co-ed Pre-School for ages 3 - 4
and girls' Prep School for ages 4 - 11

The 
Granville
School



Executive Summary

This is an excellent opportunity to join a collaborative and dynamic team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking an exceptional Registrar and Head's Personal Assistant who will be responsible for managing admissions, parent relations and offering administrative assistance to the Headmistress.

As the first point of contact for prospective families, the Registrar will guide parents through the full admissions journey with professionalism, warmth and clarity. The role involves managing enquiries, coordinating school visits and taster days, maintaining accurate admissions data and representing the school with diplomacy, enthusiasm and a personal touch.

Alongside this, the successful candidate will provide proactive, discreet and highly organised support to the Headmistress. This includes managing the Head's diary, correspondence and key school events, liaising with staff and parents, and helping to ensure the smooth running of day-to-day school operations.

This is a varied, fast-paced and rewarding position suited to someone who is approachable, adaptable, impeccably organised and confident dealing with a wide range of people. Strong communication skills, discretion, a positive attitude and the ability to multitask under pressure are essential.

Closing Dates: **Noon Wednesday 1 April 2026**

Interviews: **Week commencing 6 April 2026**

The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School on 01732 453039 or by email through bursarassistant@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in February 2025 and the school was proud to be judged to meet all of the regulatory compliance standards in every area. The report was overwhelmingly positive and can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.

Testimonials

“ I love the school as much now as I did 20 years ago when my eldest daughter came here. They have such fond memories of being at The Granville. ”

Mrs V Wyatt, Teaching Assistant

“ The teachers cheer you on, saying ‘You can do this!’ It always makes me feel better. ”

Annabel, Year 3 Pupil

“ As a new member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this. ”

Mrs K Smith, Bursar's Assistant

“ I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident. ”

Mrs V Duggan, Head of English

“ You should come to Granville because it's the best place! ”

Cara, Year 3 Pupil



Job Description: Head's PA

Main duties and responsibilities

- To provide personal assistance support to the Headmistress and other staff that is professional, diplomatic and pro-active whilst always being aware of the need for confidentiality and discretion
- To manage the Headmistress's diary appointments, meetings and school visits and ensure that documentation/relevant information is available in a timely fashion
- To deal with staff, student and parental enquiries in a professional manner at all times and share information with the Headmistress or other relevant member of staff as required
- To liaise with professional bodies, outside agencies, other schools and organisations and attend to queries as required by the headteacher
- To welcome parents/heads/visitors to the school
- To attend and take minutes at meetings as required including Governors' meetings and circulating minutes to other members or staff as appropriate
- To process concerns and complaints raised by parents as per our complaints policy and liaise with staff/governors as required
- To assist in the collation and preparation of statistics, management information and reports as required by the headteacher, the governors, auditors, the local authority (LA), and the DfE
- To organise and host events, send out invitations and provide hospitality/arrange lunches/entertaining as and when appropriate
- To filter all of the Headmistress's telephone calls, deal with messages or pass on as appropriate (usually via email)
- To support the Headmistress in the preparation of school functions/events and staff meetings
- To implement and maintain administrative procedures e.g. hard and soft filing systems
- To work as a team with the other administrative staff to complete and deliver projects and events and support other school activities



Job Description: Registrar

Main duties and responsibilities

- To deal with all initial requests and queries about the school
- To send out information about the school to all enquirers
- To acknowledge registrations
- To organise tours of the school for prospective parents
- To organise Fledgling visits to our Stay and Play provision each week
- To keep in contact with prospective families with follow up from each visit and invitations to future events as appropriate
- To work closely with the Bursar regarding registration fees and deposit payments
- To organise taster days for prospective pupils including communicating with teaching staff and gather their feedback
- To manage waiting lists as necessary
- To input all registrations on the school database (currently SchoolBase) and maintain the admissions register
- To deal with any changes of contact details and update details on SchoolBase as appropriate
- To work closely with the Marketing team to send out invitations to events, open mornings, regular mail shots etc. to the data base of prospective families
- To produce regular admissions reports for the Board of Governors, as well as required returns.
- To manage sharing of information with other schools, Local Authority etc. as required
- To manage the administration of Free Childcare for Working Parents scheme
- To ensure that all communications reflect the ethos of the school: courteous, personalised, professional and positive
- To assist with the arrangements for and attend Open Events (some on Saturdays)

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes



Job Description: Registrar & Head's PA

Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Outstanding communication skills both written and spoken Excellent IT skills A levels 	<ul style="list-style-type: none"> Educated to degree level
Experience	<ul style="list-style-type: none"> Administrative experience Office work using Word, Excel, Outlook and database operations Senior customer facing role Taking minutes 	<ul style="list-style-type: none"> Registrar and PA experience Experience of work in a school Experience of working with School MIS systems Experience of being PA to more than one person
Knowledge and Skills	<ul style="list-style-type: none"> High levels of administrative efficiency Fully understanding of confidentiality and data protection with the appropriate handling of sensitive information Keen eye for detail as well as the ability to see the bigger picture 	<ul style="list-style-type: none"> Experience of school complaints policy and safeguarding processes with respect to admissions processes



Person Specification (cont.)

	<p>Essential</p>
<p>Personal Qualities</p>	<p>The person employed as Registrar & Head's PA needs to:</p> <ul style="list-style-type: none"> • Possess excellent verbal and written skills. • Have strong interpersonal skills when dealing with parents, staff, governors and prospective families and be able to develop positive working relationships with them all • Be personable, patient and approachable as the role involves being the face of the school to visitors and current stakeholders • Have tact, sensitivity, good judgement and diplomacy with a good sense of humour • Be able to recognise and foster teamwork among others recognising their strengths • Have an ability to handle and interpret data, including excel spreadsheets and school MIS systems • Work independently and as part of a team, as well as liaising closely with the Senior Leadership Team • Be proactive in their role, have excellent organisational and time keeping skills • Be able to prioritise and work to deadlines and have the ability to see things through to completion • Be committed to excellence • Have emotional resilience • Be highly motivated, with enthusiasm, drive and energy • Have integrity and loyalty, maintaining confidentiality at all times • Be a solution finder • Have proven ability to work flexibly and react to changes

Additional Information

Salary

Registrar & Head's PA Full time

42.5 hrs per week - 8:00am - 5:00pm Monday - Friday

Salary: Commensurate with experience

The successful appointee will also be entitled to the following;

- Free school meals
- Membership of Healthcare Scheme
- Pension Scheme
- School Fees Staff Discount
- Free parking on site

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11 that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.

The successful candidate will join a supportive and collaborative team. They will be dedicated to providing an excellent education for the pupils in our school.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.





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The Granville School
2 Bradbourne Park Road
Sevenoaks
TN13 3LJ

www.granvilleschool.org
01732 453039