



Highbury is a boys' Christian preparatory school which offers all-round, relevant and dynamic education within a caring environment, equipping its pupils with values, skills and knowledge to deal with the demands of a changing and challenging world.

FOUNDATION PHASE SECRETARY (January 2027)

Requirements:

- Secretarial qualification or similar
- Previous experience in a school an advantage
- MS Office Suite and Google Suite
- Excellent administrative, organisational and typing skills
- Warm, patient approach
- Strong interpersonal and communication skills
- High level of confidentiality
- First Aid Level 1 certificate

Key Performance Areas:

- PA to Head of Foundation Phase
- Manage the Head of Foundation Phase's diary
- Take minutes at various meetings
- Provide parent, pupil & staff support
- Provide administrative support for various Foundation Phase activities
- Assist with events & functions

CLOSING DATE FOR APPLICATIONS: 2 October 2026

To apply for this position please complete the form at this link: [FP Sec](#)

Highbury Preparatory School is an equal opportunity employer. Only shortlisted applicants will be contacted. Candidates may assume that their application has been unsuccessful if they have not been contacted by 30 November 2026.

Highbury School, in line with POPIA (Protection of Personal Information Act), will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.