



KING'S HOUSE SCHOOL  
RICHMOND

IAPS Preparatory School for 400 boys aged 4-13  
with a co-ed Nursery of 60 children aged 3-4

**Nursery Secretary/Receptionist**

**Start date:** 31<sup>st</sup> August 2021

**Contract:** Permanent, 32.5 hours per week

**Salary:** £18,633 per annum (£21,500 FTE pro-rata)

We are looking to recruit an enthusiastic School Secretary to join our successful Nursery on a permanent basis

[recruitment@kingshouseschool.org](mailto:recruitment@kingshouseschool.org)

**Closing date:** 14<sup>th</sup> May 2021

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers.