



TOWN CLOSE SCHOOL

IAPS Day School of over 420 pupils
www.townclose.com

Town Close School is situated in the heart of the City on a beautiful 15-acre site, including 10 acres of conservation woodland.

We seek a warm, friendly

Pre Prep Secretary for November 2025

We seek a warm, friendly, well-organised Pre Prep Secretary for our busy and vibrant Pre Prep department.

The Pre Prep Secretaries play a vital role in ensuring the smooth and happy running of the Pre Prep department. If you would be interested in working in a thriving Prep School and have the relevant experience, we would love to hear from you. This post is part of a job share and is offered on a temporary contract until 31/07/26 with the possibility of a permanent post after that date.

Further information may be obtained from Mrs Artherton at bursar@townclose.com.

Closing date for applications: Wednesday 1st October 2025

Interviews: week commencing Monday 6th October 2025

Town Close Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced check with the Disclosure & Barring Service.