

DENBIGH SCHOOL

“AN OUTSTANDING SCHOOL” (Ofsted – May 2009)

**11 – 19 Comprehensive School in Milton Keynes
with Specialist Technology College status**

***“CREATING A CULTURE OF SUCCESS TO EXTEND
LIFETIME OPPORTUNITIES FOR YOUNG PEOPLE”***

PERSONAL ASSISTANT TO THE HEADTEACHER AND CLERK TO THE GOVERNORS

Salary Range 5: £23,825 - £26,840 p.a.

Full-time, 37 hours per week

Term time, plus 5 inset days and 3 weeks during school holidays

This is an exciting opportunity for a highly motivated and committed person to work with the Headteacher in this busy and successful School, in addition to carrying out the duties as Clerk to the Governing Body. The role offers both variety and responsibility with an opportunity to use your excellent communication skills to provide a real contribution to the smooth running of the School. This pivotal and varied role, requires a high level of confidentiality and includes all aspects of PA work, including preparation of correspondence, reports and minute taking. You will liaise extensively with staff, students and parents.

As a high calibre candidate with an Executive Assistant/PA background, you will thrive in a changing environment with tight deadlines and will be used to prioritising multiple activities. You will be highly organised, flexible, and work with accuracy and an excellent attention to detail. Experience of and competency in the use of Microsoft Office is essential; supervisory experience would be of interest to us, as would any knowledge of the education sector.

If you feel you have the appropriate qualities, qualifications and experience for this role, we would be pleased to hear from you.

*For more information about Denbigh School, look at our web pages at
www.denbigh.net*

*To apply for an application pack, please contact Mrs. Jill Wilson, Denbigh School,
Burchard Crescent, Shenley Church End, Milton Keynes, MK5 6EX.
or telephone 01908 330507*

*Alternatively, please download an application form from our website and email
this to: rosem@denbigh.net.*

*Closing date for applications is noon on Thursday 27th May,
with initial interviews expected to be held w/b 7th June, 2010*