



Executive Assistant (EA) to Senior Staff – 37 hrs per week term time only
Durrington High School
Salary DMAT Grade 4 scp 14 £ 15,300 actual salary

Do you want to work with a successful and forward thinking school and Trust who offers a variety of benefits to staff and whose core belief is that all children are entitled to an excellent education? Are you good at multi-tasking, time management and have excellent ICT skills and attention to detail? If so, read on, because we want to hear from you.

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1650 students on roll in years 7 to 11. Within the Durrington Multi Academy Trust, we place high regard on recruiting and retaining excellent staff to ensure all students achieve beyond their best. Durrington High School has a sustained track record of improvement for over a decade and we want to continue getting better. We are proud of our school and are always relentless in our efforts to give our students the very best education they deserve.

A very experienced and successful leadership team ensures that the school is well-managed and staff are supported. We have an excellent record of retaining staff; due to strong relationships, and many development opportunities.

If you feel that you can bring something special to our school and Trust, we want to hear from you now! If you would like further information, please visit our website <http://www.durringtonhigh.w-sussex.sch.uk/wordpress/> <http://dmat.education/> or contact Justine Kentfield Director of HR (DMAT) jkentfield@durring.com for an application pack. Closing date 9am Monday 18 June 2018

Durrington High School as part of the Durrington Multi Academy Trust has a commitment to safeguarding and promoting the welfare of children. All staff that meet 'regulated activity' will be required to undertake an enhanced Disclosure and Baring Service (DBS) with Barred Lists check before employment commences.

