

SMR/jke

June 2018

Dear Applicant

There has never been a more exciting time to join our Trust and be part of the Durrington High School team. I am delighted to attach the details and application form for the position of Executive Assistant to Senior Staff and thank you for your interest in wishing to join our vibrant and successful community.

We have a superb record of sustained improvement, reflected in our recent results. Oversubscribed and popular in the town, it is our vision and ethos that all students receive the best possible education and opportunities. I believe staff are our greatest asset and as a staff team, we are whole-heartedly committed to student progress and well-being; we 'go beyond our best'.

What can Durrington Multi Academy Trust can offer you?

- Opportunities to develop in role and promotion for staff with the zest and desire to progress in their career.
- The opportunity to work with amazing young people and colleagues who are passionate about what they do.
- A happy school; relationships are very strong between staff and students.
- Health, well-being and work-life balance are extremely important to us. All staff are part of a health insurance scheme, have access to a range of support from external agencies and a free flu vaccination. We are always reviewing and seeking to add additional benefits for staff.
- A fabulous modern and light working environment on a spacious site with on-site parking and rail and bus links close by.

Why work at Durrington?

- At Durrington High School we expect all of our students to participate in a high quality learning experience. Our associate staff play a vital part ensuring that each student receives this, irrespective of the role they have.
- We place great emphasis on staff developing their skills and expertise. There are a range of training and leadership opportunities for Associate Staff. This is an area we have made real progress in over the last several years and we are keen to do more. Our staffing structure continues to evolve in response to school/Trust need and priorities.
- Many associate staff work across the school and interact with colleagues in different settings.
- You will be working alongside people who are at the forefront of educational development nationally and internationally. In 2017 we are so proud to have been appointed as one of only twenty two Research Schools nationally.
- There will be opportunities as a result of being part of DMAT for staff to work with other schools.

We are seeking a hard working individual to join our successful team, who is committed to excellence and doing the best they can so that our students can thrive. If *you* want to make a difference, are flexible and motivated by challenge, and are willing to continue learning, I look forward to receiving your application. Please return the application form with a supporting letter (maximum 2 sides of A4) addressing the following points:

1. **Why you would like to work with us at Durrington High School.**
2. **How your previous experience, skills and qualities make you well-suited for the role.**

Closing date 9am Monday 18 June 2018.

These points are important so please ensure you do address them.

Strong candidates may be invited to interview before the closing date. If you would like to discuss your application or visit us prior to applying please contact Justine Kentfield on 01903 705610. Please note that, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service (DBS) with barred lists check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Yours sincerely
Ms S Marooney
Headteacher