



PA to Headteacher

Term Time + INSET DAYS + 10 additional days - 37 hours per week
Monday to Thursday 8am to 4.30pm, Friday 8am to 4pm
DGS 8 £26,323 - £29,761 pro rata (£28,598 - £32,333 fte)
Start: June/July 2024

Dartford Grammar School are looking to appoint a PA to the Headteacher to provide a comprehensive, confidential PA administrative service to the Headteacher and Senior Leaders undertaking a variety of administrative, clerical, and managerial tasks.

We are keen to hear from you if you:

- Excellent interpersonal and organisational skills
- Ability to deal sensitively with people and resolve conflict
- Are able to work as part of a team and under pressure;
- Have strong IT Skills and competent user of Microsoft applications including Excel and Powerpoint;
- Possess excellent communication and presentation skills.

You will need excellent customer service skills and be able to relate well to both staff and students. This is a fantastic opportunity to implement and develop your skills within a friendly team.

For further details and an application form, please contact the HR Manager, Mrs M Bexley:
Telephone: 01322 223039 Ext 146; Email: mbexley@dartfordgrammarschool.org.uk

Please apply by letter with a completed application form to the Headmaster, Mr J C Metcalf, Dartford Grammar School, West Hill, Dartford, Kent DA1 2HW.

Start date: June/July 2024
Closing date: Monday 15th April 2024 at 9am
Interviews: Friday 19th April 2024
(The school may interview early in the case of an exceptional candidate)

Dartford Grammar School is a selective secondary academy for boys, which admits girls to its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The current roll is 1,535, including 618 in the sixth form.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.