Date: 30th June 2022

Dear Candidate

**Office Manager**

Thank you for your interest in the post of Office Manager. This is a permanent post working 37 hours per week. We have the flexibility to offer the role as full-time, term-time plus 10 days or term-time plus 5 days. Please see the advert and job description for a detailed description of the salary.

Dartford Grammar School for Girls is a heavily oversubscribed, selective school with an excellent academic record. Our vision for all members of our school community is ***“Working together to achieve academic excellence and personal potential”*.** We have very high standards in all areas of school life and expect our students to strive for their own personal excellence in everything they do. As a community our principal values are ***Respect, Responsibility, Excellence, Dedication*** and ***Creativity***. Together we share the same high expectations and ambitious aspirations whilst recognising and celebrating our differences as individuals.

Following our Ofsted Outstanding judgement in all categories in June 2016, we are delighted that Ofsted confirmed that the school continues to be Outstanding in October 2021. As Headteacher, I have very ambitious plans for our school and am fully committed to ensuring that we provide excellent opportunities and maximise life chances for all children and young people, regardless of their background.

In June 2017 we became an academy and established our own multi-academy trust, The Areté Trust. We are currently the only school in the Trust but we are very excited by the future opportunities for all members of our community, as we will be the lead school in The Areté Trust.

This post provides an excellent opportunity for a pro-active, organised, motivated and flexible individual to work with us in this important role at the school. If you think that Dartford Grammar School for Girls can provide the right challenge for you, we would very much welcome your application. **Please send your completed application form to us by 10:00am on Monday, 11th July.**

Further information about the school may be obtained via our school website -www.dartfordgrammargirls.org.uk. We very much look forward to hearing from you.

Yours faithfully

Sharon Pritchard

Headteacher