Date: 17th June 2020

Dear Candidate

**Administrative Assistant**

Thank you for your interest in the post of Administrative Assistant. This is a term-time only permanent post, working 37 hours per week plus an additional 4 weeks during the school holidays, including the last 2 weeks of the summer holiday. The salary will be paid at Kent Range 4 - £16,155 (actual) prior to the 2020-2021 salary increment. We are very pleased to provide you with information about this key post.

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.

We were delighted that Ofsted judged the school to be Outstanding in all categories in June 2016, and we now wish to further develop as a centre of excellence for teaching, learning and leadership. As Headteacher, I have very ambitious plans for our school and am fully committed to ensuring that every student has the very best opportunities to succeed.

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 Wednesday, 1st July 2020.**

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