

## Senior Secretary

39 weeks, Monday to Friday 08.00-17.00

Salary Pay Band 4 Spine B Point 0: £23,795 pro rata (FTE £28,124 pa)

St Hilda's School are looking for a Senior Secretary to work effectively as part of the school administration team whilst also supporting the Headmistress in the smooth running of the school.

Successful candidates should have strong IT skills and proven secretarial, administrative and organisation skills with the ability to work to targets and deadlines in a busy office environment.

Strong communication and interpersonal skills and a commitment to accuracy and high quality work are essential.

If you are interested in applying please return the Application Form to [vacancies@aldenham.com](mailto:vacancies@aldenham.com)

**Closing date: Wednesday 27 February 2019**

**Interview: w/c 4 March 2019**

*The School is committed to safeguarding, promoting British values, promoting the welfare of children and young people and the prevention of extremism and radicalization.*

**CV ALONE WILL NOT BE ACCEPTED**