Ashley Road, Altrincham

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**Headteacher:**

**Mrs. H.S. Gee**

B.Ed. (Hons). N.P.Q.H.

Bowdon Preparatory School



Bowdon Preparatory School successful independent day school for girls aged 3 to 11 years.

A great opportunity has arisen at the School for an outstanding and enthusiastic professional to join our team. We are currently looking to appoint a school administrator whose role will also include direct assistant for the Headteacher, to join our friendly team. You will be part of a supportive and dedicated staff, supporting the smooth running of the school. The post is for 40 hours per week. The successful candidate will need to hold relevant qualifications and have experience of working within a school setting.

Bowdon Preparatory School is a special place where the staff are dedicated to providing a stimulating, exciting environment where everyone feels valued and safe; creativity and ideas can flourish and children can reach their full potential.

By providing an interesting and creative challenging curriculum, which engages our children and by promoting excellent behaviour, we aim to enthuse in all our girls a desire to learn, as well as care and respect for each other.

The School prepares girls for entry into the top senior schools in the area and has an excellent record of success in entrance examinations to local grammar and independent day schools, as well as scholarships to public schools.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

The school is committed to equality and diversity in employment practice and service delivery.