The Dominie

Part-time PA to Principal (Maternity Cover)

To start January 2018

The dominie is an outstanding (Ofsted 2015) small school dedicated to teaching, primarily dyslexic pupils aged 6-12 years.

A part time PA to Principal is required to work 2.5 days a week to support the Principal in all matters relating to the school. Duties include (but are not limited to): general support to the principal, recruitment, administration and advertising, ordering products and services for the school (e.g. booking and supervising contractors), filing and organisation.

An efficient, computer literate, and flexible person is required for this position. Must be a team player and happy to work in an ever changing environment.

To work Monday 1pm-5pm, Thursday 9am – 5pm and Friday 9am – 5pm.

Please send your cv and covering letter to as@thedominie.co.uk

The dominie is committed to safeguarding and promoting the welfare of children and young people and expects all staff volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.