



July 2021

Dear Candidate

Re. PA to Headteacher

Thank you for expressing an interest in the post of PA to Headteacher. It gives me pleasure to provide details of an exciting post in a school that prides itself on delivering a rich range of opportunities for its students.

Significant improvements have been made across the school over the last few years and this is reflected in a harmonious and supportive environment. We have created an innovative, enjoyable and highly professional environment for students and staff and the school is making a real difference to the lives of our students. I am proud of the progress we have made as standards of achievement have continued to rise and am confident that we have appropriate strategies in place for further and sustained improvement.

We moved into our new buildings in June of 2014 and since then have welcomed girls into all year groups in the lower school alongside broadening our curriculum and developing an exciting Sixth Form offer.

The diversity of the school community ensures that Bow is a vibrant and interesting place to work. We provide excellent support systems and structures for all staff and are committed to the professional development of all staff. The successful candidate will be entitled to a full training programme in line with school improvement priorities and personal appraisal targets.

As an employer we are committed to safeguarding and promoting the welfare of children. Enhanced DBS clearance is a statutory requirement for all positions.

The post requires a colleague with excellent administration skills, including proof reading and minute taking, sound knowledge of Microsoft Office suite applications, the ability to maintain a professional manner even when under pressure and who has an understanding of the need for confidentiality, tact and discretion. You will have excellent communication and interpersonal skills and will be proactive in assisting the Headteacher on a day to day basis.

Applicants should complete an application form (CVs are not acceptable), and write a concise statement of no more than two sides of A4, outlining how their achievements and experiences make them a suitable candidate for this post. The form and statement should be emailed to hr@bow-school.org.uk by **midnight on Sunday 15th August 2021**.

May I wish you every success in your application.

A handwritten signature in black ink, appearing to read "D. Lye".

Danny Lye
Headteacher

Head Teacher:
Danny Lye

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