



St. Ignatius College

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Headteacher: **Mary O'Keeffe**

November 2017

Dear Applicant

PA to Headteacher

Thank you for your interest in joining the community of St Ignatius College. I hope the application pack will encourage you to visit our very special, distinctive community and help you to decide whether this post and our College are right for you at this stage in your career.

The successful candidate will have excellent secretarial and organisational skills and will be able to take responsibility for the efficient and effective running of the Headteacher's office. This job has been offered at 41 weeks per annum; with the additional days to be worked the first two days of the summer holiday, the last two days of the summer holiday and the remaining days at the discretion of the Headteacher and agreement of the successful candidate.

Our College has a rich and proud tradition of offering distinctive Jesuit education for over 120 years to boys from Catholic families in North London. It is a tradition we are genuinely proud of, for many of our former students have borne witness to our ambition that they will become men of competence, compassion and conscience and make a positive difference to the world.

We are an open, welcoming and warm community. Relationships define us. Ours is a community where all, students and staff, can be happy, achieve and be valued as the individuals God made them to be. Our Ofsted inspection last year gave witness to the work we are doing to ensure all in our community flourish. However, we are not complacent; we are reflective and evaluative and work tirelessly to further improve all aspects of school life. We believe in a growth mindset and expect all to take risks in their practice in order to grow. We are committed to ensuring a climate of high expectations, high quality teaching and excellent pastoral care: every child is entitled to the very best and we believe that with the right support, all can achieve regardless of their starting points. The candidate appointed to this post will have a wonderful opportunity to contribute to this goal, to grow in professional confidence and to experience great personal fulfilment.

If you wish to join this distinctive community then I encourage you to pursue your application, and if this is the case, I very much look forward to meeting with you in the near future.

For further information regarding working in a Jesuit school, please follow this link - [applying to work in a Jesuit school](#)

With all good wishes.

Yours faithfully

Mary O'Keeffe
Headteacher

