



DOWNSEND SCHOOL

December 2017

Dear Applicant

School Secretary

Thank you for your interest in the above vacancy.

I am pleased to enclose:

- An application form
- A job description

Downsend is a co-educational day preparatory school, providing education from 2 – 13 years. With three separate pre-preparatory schools, each with its own Head and dedicated staff, and a preparatory school for the older children, Downsend is a thriving and vibrant school which provides a refreshingly different education.

The job description gives an indication of the tasks and responsibilities involved in this role at the Pre-Prep in Epsom but can only give a list of duties and cannot fully convey how the school works. Therefore, if you would like further information about the role and responsibilities, please contact Sue Wood, HR Administrator on 01372 385419 or hr@downsend.co.uk who will be pleased to discuss it with you.

The School Secretary is a crucial role in the school and will provide effective and efficient administrative support for the smooth running of the school, including support to the Head Teacher.

The post involves responsibility for the safeguarding of children. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check.

Please complete the application form and return to me. You may also send a CV if you wish, but this must be in addition to the application form, not instead of it.

The closing date for applications is Monday 29 January 2018. Candidates will be contacted promptly if they have been selected for interview. All applicants will be advised of the outcome of their application.

Please do contact us if you have any questions, and I look forward to receiving your application.

Yours sincerely

Vanessa Conlan
Head of Pre-Prep Epsom