



Hyde

Hyde Community College
Old Road
Hyde
Tameside
SK14 4SP

Tel: 0161 366 7533

Fax: 0161 366 2676

Email: admin@hydecc.tameside.sch.uk

Web: www.hydecommunitycollege.org.uk

Headteacher: Mrs A Radcliffe

Headteacher's PA & Clerk to Governors

36 hours per week, term time only

Permanent post to start 3rd September 2018

Grade F point 24-28

(£22,401- £25,463 pro rata)

We are seeking to appoint an enthusiastic and conscientious individual to provide highly effective and professional secretarial and administrative support for the Headteacher, Senior Leadership Team and Governors.

5+ A*-C grades at GCSE (or equivalent) including English and maths **essential**.

A job description, person specification and application form are available and downloadable from the school website www.hydecommunitycollege.org.uk or by telephone from Wendy Randall on 0161 366 7533 or w.randall@hydecc.tameside.sch.uk

Closing date: 9am on Monday 25th June 2018

Please include within your application a supporting statement outlining how your experience and qualifications equip you for the post.

Application forms are returnable to the school by post, fax or email.

Please note – CVs are **NOT** accepted.

**This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.
The successful applicant will be subject to an enhanced DBS check.**