



CUNDALL MANOR SCHOOL

School Secretary

Required for January 2019

An enthusiastic and energetic individual to join the team in one of the North's leading co-educational independent schools. The successful candidate should be able to work well in a team providing administrative support to a high standard and a first-class reception service. Candidates must have excellent communication, interpersonal and organisational skills along with experience of working with Microsoft packages and databases. Experience of working in a fast moving and changing environment is essential.

Cundall Manor School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. Applicants must therefore be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

For an Application Pack and further information, please contact:

Judith Jay, Cundall Manor School, Cundall, York. YO61 2RW

Tel: **01423 360 200**

E-mail: **head@cundallmanor.org.uk**

Closing date: **Friday 23 November**

Interviews to be held: **w/c 3 December**

Visit our website at **www.cundallmanorschool.com** to find out more about our happy and successful school.