



## DOWNSEND SCHOOL

Downsend School, 1 Leatherhead Road, Leatherhead, Surrey, KT22 8TJ, UK T: +44 (0) 1372 372197  
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16 January 2020

Dear Applicant

### **PA to the Headmaster**

Thank you for your interest in the above vacancy.

I am pleased to enclose:

- An application form
- Application guidelines
- A role profile

Downsend is a co-educational day, providing education children aged 2 – 13 years. With three separate feeder schools, each with its own Head of School and dedicated staff, overseen by our Head of Pre-Preps, Downsend is a thriving and vibrant school which provides a refreshingly different education. The school day starts at 8.30am and finishes at 4.20pm. Our Extended Day provision ends at 5.45pm.



With effect from September 2020, we will welcome Year 9 pupils on site for the first time and, in May 2023, our current Year 8 pupils will be the first Downsend pupils to sit for GCSE examinations. This expansion comes with an £8.5m investment which will see the building of a Creative Arts Centre, due for completion

by January 2021. The PA to the Headmaster will provide a comprehensive administrative and secretarial support service to the Headmaster so that he can undertake his role with maximum effectiveness during these exciting times of growth for the school. The hours for this role are 8.30am-4.30pm Monday to Friday. This is a term time role plus 4 weeks to be worked during the school holidays throughout the year.

The role profile gives an indication of the tasks and responsibilities involved in this post 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 on 01372 385419 or [sue.wood@downsend.co.uk](mailto:sue.wood@downsend.co.uk) who will be pleased to discuss it with you.

## COGNITA

An inspiring world of education

The post involves major 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 with a covering letter explaining why you consider yourself suitable for this post. 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 3 February 2020**. Candidates will be contacted promptly if they have been selected for first round interviews, which will be held in the week beginning **10 February**. All applicants will be advised of the outcome of their application.



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

Yours sincerely

Ian Thorpe  
**Headmaster**