



ADMIN ASSISTANT

Our Vacancy and School

Thank you for your interest in our current vacancy. As a 'people-focused' school we believe it is important that prospective colleagues get to know us and have the chance to feel they would 'fit' here. I hope that the information on our website (www.magdalen.northants.sch.uk), and in the job-specific documents gives you plenty of detail and a feel for our way of doing things.

Our school has 475 years of history and a position at the centre of the town community to draw on. As a stand-alone academy trust we maintain a key focus on doing what is right for our students and community. We have just over 1400 students on roll and employ over 150 staff.

We know that our school is far more than buildings, documents or pictures on web sites: it is a living, breathing organism best experienced in person. We'd be delighted to show you round and answer any questions prior to an application. If it's difficult to visit in person, then we'll happily arrange an informal discussion on the phone or via the web.

To arrange a visit or a conversation please contact our Administration Manager, Anne Brady, via info@magdalen.northants.sch.uk or call us on 01280 846300.

Your Application

Please note we are only able to accept completed Magdalen College School application forms submitted via info@magdalen.northants.sch.uk. **CVs are not acceptable and, if submitted, will be ignored.**

When you complete the application form, please ensure that:

- you complete in full the section of the application form which sets out your chronological history, ensuring both the month and year of each period of employment etc is stated, and that there are no periods of time unaccounted for
- a letter of application is included (no longer than 2 sides of A4)
- you supply an email address and daytime telephone number for each of your referees.

Please ensure that you read our Child Protection Policy which can be found on our website.

We hope you will want to join us

We are an increasingly diverse community and value the contribution that colleagues from different backgrounds and with different experiences bring to our school. If you are keen to be part of our next chapter in a school where people matter most, we'd be delighted to hear from you.

Tom Hollis
Headteacher