

School Secretary
Manchester Islamic Educational Trust Ltd – KD Grammar
School for Boys

Apply by: **Wednesday 26 May 2021 at 12pm**

Job start: **Wednesday 1st September 2021**

Contract type: **Term time plus 2 weeks during school closure**

Salary: £17,374.50 per annum full time equivalent. (This will be pro rata)

KDGB (Kassim Darwish Grammar School for Boys) is an independent Grammar School for 125 boys aged 11-16 situated in South Manchester and is a member of the Independent Schools Association.

We are looking to appoint a hardworking and enthusiastic School Secretary to join us from **Wednesday 1st September 2021**. The successful applicant will support in the smooth running of the front office. You will be working in the hub of the school as part of an integral admin team which offers professional support and assistances to teachers, students, parents and visitors of the school.

This is an important role in the school as it ensures the smooth day to day running of the school. Applicant should demonstrate the following skills and attributes:

- be personable, reliable, trustworthy and flexible
- Competent computer skills;
- Ability to communicate effectively;
- Good knowledge and understanding of Administrative Procedures
- Maintain high levels of confidentiality and discretion;
- Able to work under pressure.
- Be good at prioritising and meeting deadlines and be able to work independently.
- Committed to upholding our safeguarding procedures and are vigilant in order to keep children safe.
- Experience of working in a school environment would be an advantage, however training will be available.

Working hours are school term time including INSET days plus 2 weeks during school holidays (5 days in last week of July, 5 days in August). Monday and Tuesday 8am to 4.30pm with one hour unpaid lunch; Wednesday to Friday 8.30am to 5pm with one hour unpaid lunch.

In return, we offer an excellent environment of small teaching groups, where students are respectful, responsive and willing to learn, and no distractions from un-engaged students. Additional leave for Ramadhan, Eid and the Day of Arafat.

If you are as passionate and motivated by this challenge as we are, and think this might be the role for you. Please download an application form and job description from our school website at www.kdgb.miet.uk. You can also contact our Bursar (Eunice Liew) by email on bursar@kdgb.miet.uk or further details or to arrange a visit to school on request.

Completed Applications should be returned with a supporting statement (maximum 2 A4 pages) to the Bursar via email at bursar@kdgb.miet.uk

Closing date for applications: **Wednesday 26 May 2021 at 12pm**

Safeguarding Recruitment Statement:

KD Grammar School is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. This appointment is subject to the satisfactory completion of all pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) Check and Secretary of State Prohibition Order check.