



06 September 2017

Dear Applicant

14 Ipswich Road,
Norwich, Norfolk NR2 2LR
(01603) 620180
www.townclose.com

RE: PRE PREP SECRETARY

Thank you for your interest in this post. You will find the following documents on the website (or enclosed) which you should read before submitting your application.

- Job Description and Person Specification
- Information and Guidance for Applicants
- Application Form and Equal Opportunities Monitoring Form

The School is a busy, happy and friendly place to work with a strong team ethos and a lovely environment. We treat our staff as individuals and value everyone's contribution to the success and excellent reputation of Town Close School. The job involves contact with children, teachers, parents and support staff under the direction of the Head of the Pre Prep Department.

The hours of work for this position are 7.45am to 4.45pm daily during term time equating to 45 hours a week (including half an hour paid lunch break), with free lunch, tea, coffee and snacks provided. While the position is mainly term time only, and the School is normally in session for 36 weeks of the year, the post holder is expected to be available for additional work during the school holidays especially at the beginning and end of the summer break, up to a maximum of 15 days a year.

The rate of pay for this position is from £22,275 to £23,843 pro rata. There are four increments on the scale with increments being awarded annually in September until the top of the scale is reached.

If you would like to apply please complete the application form and either email it to bursarsec@townclose.com or post it to Mrs D Hamment, Bursar's Secretary marked 'private and confidential' at the above address.

I very much hope that you will decide to apply for the post and I look forward to receiving your completed application.

Yours sincerely,

Melanie Harries (Mrs)
Head of Pre Prep Department