



TO CARE
TO LEARN
TO ACHIEVE

BEDFORD HIGH SCHOOL
A Specialist Business and Enterprise College
with Applied Learning
Headteacher: Mrs H J Phillips

September 2019

Dear Colleague

Re: Administrative Assistant required as soon as possible

Thank you for your interest in the post of Administrative Assistant at Bedford High School.

Bedford High School seeks to appoint an effective and enthusiastic Administrative Assistant to join our team who will be able to work closely with staff, parents and outside agencies. The right candidate will have a 'can do' attitude with excellent communication skills, the ability to multitask in a busy and changing environment, be compassionate to others, and confident with Word and Excel.

At Bedford High School we are dedicated to offering our students a high quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability.

In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) and return it to recruitment@bedford.wigan.sch.uk or post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school's address.

Closing date: Friday 27th September 2019

Interviews: to be confirmed

I very much look forward to receiving your application.

Yours faithfully

Mrs H.J. Phillips
Headteacher

Bedford High School, Manchester Road, Leigh, WN7 2LU. Tel: 01942 486 386 Fax: 01942 760 034
enquiries@bedford.wigan.sch.uk www.bedfordhighschool.co.uk @BedfordHighSch @Bedford High School Live





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