The School is seeking to appoint a suitably qualified and experienced School Secretary to provide administrative and secretarial support to the School, and act as the main point of contact for visitors and general enquiries. This is a Full Time, Term time role, 8:30am to 5:30pm, Monday to Friday (with half an hour unpaid for lunch) plus three weeks (15 days) to be worked during the school holidays. This will usually be two days prior to and two days following the published term dates and a further three days during the summer holiday.

The role is wide ranging and varied and includes responding to general telephone calls, pupil administration, communications to parents, coordinating and publishing the weekly newsletter, administration of after school clubs and administrative duties in support of School trips and events.

Further details, including salary and benefits, can be found in the Job Description. If you are interested in this role and would like an application form please email the Bursar, Mr Shaun Wilson at [HR@stormontschool.org](mailto:HR@stormontschool.org)

Closing date for applications is 12 noon, Monday, 12th June 2023

Interviews to be held at the School week commencing Monday, 19th June 2023

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.**