

The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts



**PA to the Headteacher
Office Manager
HR and Marketing
Scale 6**

Thank you for your interest in The Joseph Whitaker School and the above post. I trust that you find the enclosed information useful and that you will want to apply.

The Joseph Whitaker School is a popular oversubscribed school, which became a member of the East Midlands Education Trust, EMET, on 1 September 2016.

Although we have over 1300 students on roll, a strong family ethos has been created, built on very good relationships and staff knowing their students well. We were inspected in March 2019 and judged to be a "good school". The popularity of the school continues to increase with oversubscribed cohorts.

The successful candidate will be at the heart of the leadership of the school. Recently the specification of the role has increased substantially and we may be prepared to review any elements that may not fit your skill set. Furthermore, the role is currently all year round but this is also open to review. This is an excellent opportunity to work in a fantastic school.

If you would like further information, please do not hesitate to telephone Trina Wootton, PA to the Headteacher.

The closing date is **12 Noon on Wednesday 29 January**.

Interviews will take place on Monday 3 February.

Thank you for your interest in our school and I look forward to hearing from you.

Yours sincerely

David Bell
Headteacher



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