

Dear Candidate

July 2019

Re: HR & Office Manager Vacancy

Montsaye Academy is a rapidly improving 11-18 school judged to be 'GOOD' by Ofsted on their recent visit in January 2019. The hard work and commitment of the staff and leadership was recognised with Ofsted quoting:

- 'The determined vision and leadership of the principal and senior leaders has successfully created a positive culture which has led to rapid improvements at the school.'
- 'The morale of staff is high. Pupils say they are happy to be at Montsaye Academy.'
- 'The quality of teaching is good overall.'

With our values of Excellence, Resilience and Aspiration firmly embedded within the school we are now looking at the journey to outstanding.

We are looking to appoint a HR & Office Manager to join an established support staff team. The successful candidate will provide and manage the delivery of high quality HR and administrative services throughout the Academy.

This is a permanent, post for 37 hrs a week, for 39 weeks (term time plus training days). Grade H point 14-20 (FTE £22,462 - £25,295). **Further enhancement may be considered dependant on experience and will be discussed at interview.**

Montsaye is committed to safeguarding and promoting the welfare of young people.

Application forms and further details are available from our website.
<https://www.montsaye.northants.sch.uk/vacancies/>

Closing Date: **12pm on Wednesday 17th July 2019**

Interview Date: **Thursday 18th July 2019**

I look forward to hearing from you.

Yours sincerely



Mrs Gabbi
Principal