

# Falconhurst School

Headteacher: Mrs L. Aird  
BA, PGCE, NPQH, NPQEL



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*Proud to be learning, caring and succeeding together*

Monday 1<sup>st</sup> July 2024,

Dear Applicant,

Thank you for your interest in the permanent position of School Secretary (Business Support Level 3) at our school.

Falconhurst is an ambitious and inclusive school where challenges are embraced and values of courage, determination, ambition and success are clear for all. There are over 300 children in our school and partnership with families is vital. The success of this partnership is largely dependent upon the welcome, experience and support that they receive when engaging with school. As our newly appointed school secretary, you hold the key to this success!

Our school community largely serves the areas of Eaglestone and Peartree Bridge; however, we also educate children from Fishermead, Netherfield, Oldbrook, Coffee Hall and further afield. Whilst this indicates that children come from wide-ranging backgrounds and with diverse experiences and/or needs; their families all want the best for them.

This vacancy provides us with an opportunity to recruit a secretary who will build on the impact of our current postholder. Whilst there is much that we wish to retain in the form of sensitivity, resilience, attention to detail and humility; there is scope for us to embrace new approaches. Getting the right candidate for our school matters more than anything else. Therefore, we wish to appoint a secretary who can confidently evidence an ability to successfully uphold the role without compromising their values or those of the school.

Should you wish to apply for the position, we ask that you email the School Business Manager ([pgurney@falconhurstschool.co.uk](mailto:pgurney@falconhurstschool.co.uk)) requesting an information



pack. You will then receive an application form which you should complete ensuring that your supporting statement reflects your understanding of what it means to be the school secretary at Falconhurst School. Your statement must also set out how you fulfil the requirements of the person specification and job description criteria, as we will use this when shortlisting prospective interviewees. We ask that your statement is completed in font no smaller than size 12 and is no longer than 2 sides of A4. **Applications must be emailed to the headteacher directly ([laird@falconhurstschool.co.uk](mailto:laird@falconhurstschool.co.uk))**

Falconhurst School is committed to safeguarding and promoting the welfare of all of our children and expects all staff to share this commitment. Successful applicants will be subject to an enhanced DBS check, online check, pre-employment health check, verification of a right to work in the UK and confirmation of two references.



Mrs Louise Aird

