

The Royal School Dungannon



currently has a vacancy for

Headmaster's Secretary (Full time permanent 35 hours per week)

Required for 1st June, 2023

Applications are invited for the role of Headmaster's Secretary within the Royal School Dungannon on a full time basis to provide administrative, clerical and secretarial support to the Headmaster and to contribute to the broader Administration Team. The ideal candidate will have excellent communication and personal skills and be prepared to work closely with the Headmaster, Deputy Head, Bursar, staff, parents/guardians and the wider RSD community.

The Application Form, Job Description and Equal Opportunities Form for this post can be downloaded from:

<https://www.royaldungannon.com/vacancies/>

Salary Range NJC Scale Points 17 to 19 (£26,845 to £27,852)

Closing date for receipt of application forms: 12 noon on Thursday 16th March

Royal School Dungannon is an Equal Opportunities Employer