



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

CLERICAL ASSISTANT TO SUPPORT THE P.E. DEPARTMENT

DESS is the premier not-for-profit school in Doha with an outstanding reputation for excellence in teaching and learning. The school is sponsored by the British Embassy.

We are a dynamic school with a clear direction having learning at the heart of our mission. Our children represent 31 nations (80% British) and together generate a culture of success and enjoyment. Learning is led by an excellent group of adults who work in teams to achieve the highest standards academically, as well as providing a very happy working environment.

We are seeking: A clerical assistant to support the P.E. department who:

- Has excellent word processing skills, including PowerPoint, Excel and MS Word.
- Demonstrates initiative and is able to meet deadlines.
- Has an excellent command of the English language.
- Enjoys being part of a team and working in a busy department.

We are offering:

- Excellent facilities.
- A happy & supportive working environment.
- Part-time, flexible working hours (16 per week).

An online application form is available and should be completed in full and submitted no later than Thursday **26th October 2017**.

Please note that all applicants will need to provide a certified copy of their original Education Certificate/s duly notarised and attested by a notary public in their country of issue. These documents are required by the Qatari Labour Department when applying for a work permit.

We look forward to receiving your application.



Sean Sibley
Headteacher

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